

Church Bookkeeper / Business Manager

Position Summary

The Church Bookkeeper / Business Manager is responsible for the financial administration and day-to-day business operations of the church. This position works closely with the Rector, Treasurer, Vestry, staff, volunteers, and ministry leaders to ensure accurate financial reporting, sound business practices, compliance with policies and regulations, and effective administrative support for the mission and ministry of the parish.

This position requires discretion, professionalism, strong organizational skills, attention to detail, and the ability to maintain confidentiality.

Reports To

- Rector
- Works collaboratively with the Vestry, Treasurer, and Finance Committee

Classification

- Part-time position 20 hours per week, Monday to Thursday 10am to 3pm (flexible)

Primary Responsibilities

Financial Management & Bookkeeping

- Maintain the church's financial records and accounting systems
- Process accounts payable and accounts receivable
- Prepare and make bank deposits
- Reconcile bank and investment accounts monthly
- Record and track pledges, contributions, and special gifts
- Prepare quarterly and annual contribution statements
- Process payroll and maintain payroll records
- Ensure timely payment of payroll taxes and other required filings
- Prepare monthly financial statements and reports for the Treasurer, Rector, and Finance Committee
- Assist in preparation and monitoring of the annual operating budget
- Maintain restricted and designated fund records
- Coordinate annual audit or financial review
- Maintain accurate records in accordance with church policies and generally accepted accounting principles

Human Resources & Administrative Support

- Maintain employee records and benefits information
- Assist with onboarding and payroll setup for new employees
- Coordinate workers' compensation, insurance, and related business matters
- Maintain vendor contracts and service agreements
- Ensure compliance with church policies and applicable regulations
- Assist clergy and staff with financial and administrative matters
- Support stewardship and annual pledge campaigns as needed

Business Operations

- Oversee day-to-day office business functions
- Manage church insurance policies and renewals
- Coordinate with outside vendors, contractors, and service providers
- Assist with facility-related financial administration
- Maintain office systems and business records
- Support long-range financial planning and internal controls

Qualifications

- Experience in bookkeeping, accounting, or business management
- Proficiency with accounting software and Microsoft Office or Google Workspace
- Knowledge of nonprofit or church accounting preferred
- Strong organizational and communication skills
- Ability to manage multiple priorities with accuracy and professionalism
- Ability to maintain strict confidentiality
- Familiarity with payroll systems and financial reporting

Desired Characteristics

- Strong attention to detail
- Dependable and trustworthy
- Ability to work independently and collaboratively
- Respect for the mission and ministry of the church
- Friendly and professional demeanor with parishioners, staff, and volunteers

Physical Requirements

- Ability to sit and work at a computer for extended periods
- Occasional lifting of office materials up to 25 pounds

Compensation

Compensation and benefits are commensurate with experience and qualifications.

Equal Opportunity Statement

The church seeks to create a welcoming and inclusive environment for all employees and applicants and does not discriminate on the basis of race, color, national origin, sex, age, disability, or other protected status under applicable law.