

Emmanuel Episcopal Church  
Bookkeeper (Part-Time)

This part-time bookkeeping position requires a qualified person of integrity and confidentiality to process the accounting transactions of a non-profit church. This person would need to work 15-18 hours per week and occasionally some evenings to attend Vestry and/or Finance Committee meetings.

To be qualified this person would need the following career experience:

- Familiarity with non-profit fund accounting
- Computer accounting general ledger knowledge, especially ACS (Automated Church Systems)
- Payroll and personnel procedures and regulations
- Interpersonal communication skills to work with church staff and parishioners, church ministry leaders and vendors

Responsibilities of this position include, but are not limited to the following:

- Weekly processing and mailing of vendor checks
- Weekly bank deposit and accurate recording of contributions
- Produce quarterly contribution statements for mailing
- Monthly bank reconciliations for all depository accounts
- Monthly journal entries to record all transactions within that month
- Timely and accurate monthly reporting of the church's financial status
- Coordination of payroll and personnel information with outside processor
- Special projects as needed

To Apply: Email cover letter and resume to the Rev. Christy Shain-Hendricks  
([rector@emmanuel-houston.org](mailto:rector@emmanuel-houston.org))  
Position will remain open until filled.