

Grace Episcopal Church and School, Houston

Part-Time Bookkeeper

Job Description

POSITION SUMMARY

The position is responsible for ensuring the effective financial administration of Grace Episcopal Church and School, including all accounting and reporting functions and timely processing of payables and receivables. This position is an hourly, non-benefits eligible position working 20-25 hours per week.

REPORTING RELATIONSHIPS

Reports to the Vicar/Rector and Head of School with functional reporting to the Church and School Treasurers.

RESPONSIBILITIES

- Pay supplier invoices in a timely manner, including discounts
- Pay any debt as it comes due for payment as applicable
- Monitor debt levels and compliance
- Issue invoices to customers as applicable
- Ensure receivables are collected promptly
- Record cash receipts and make bank deposits
- Conduct a monthly reconciliation of every bank account
- Conduct periodic reconciliations of all accounts to ensure their accuracy
- Issue income statement, balance sheet, and financial statements to management
- Prepare applicable quarterly and annual reports
- Tag and monitor fixed assets
- Assemble documentation for external auditor for the annual audit
- Calculate and issue financial analysis of the financial statements
- Perform transfer of data between parish/school member software and Quickbooks
- Maintain an orderly accounting filing system in compliance with diocesan and federal retention policies
- Maintain and update the chart of accounts under the direction of management
- Maintain the annual budget
- Calculate variances from the budget and report significant issues to management
- Comply with local, state, and federal government reporting requirements
- Process payroll in a timely manner
- Provide clerical and administrative support to management as requested
- Other duties as assigned

QUALIFICATIONS

- Associate's degree in accounting or business administration, or 3-5 years equivalent business experience
- Knowledge of bookkeeping and generally accepted accounting principles. Accounting experience in payables, receivables, and payroll, including double-entry bookkeeping.
- Working knowledge of Microsoft Office and QuickBooks is required
- Physical requirements include the ability to sit for extended periods of time, the ability to use telephone and computer equipment, the ability to lift equipment of up to 25 pounds