



## **BOOKKEEPING CLERK**

**[Part-Time]**

*St. Francis' Anglican Parish  
1089 Wilkins Drive  
Sanford, NC 27330  
[www.sfapnc.org](http://www.sfapnc.org)*

St. Francis Anglican Church is looking for a skilled bookkeeper to maintain our financial records,

### **RESPONSIBILITIES**

*(estimated monthly transactions are in ( )*

- Recording bills from vendors, preparing for payment, and issuing checks (20-25)
- Recording of expenditures that have been set up for EFT (example – utility bills) (7)
- Record credit card receipts (15-20) and set up transfers for payment (7)
- Run bi-monthly payroll and post to the general ledger (2)
- Post recurring monthly transactions (2)
- Post to Breeze online giving and record in general ledger (7)
- Post transactions to Rector's Discretionary Account (5)
- Review downloaded bank transactions and match with recorded transactions (72)
- Reconcile certain general ledger account balances with external bank, credit card and investment statements (12)
- Generate and post journal entries (2)
- Prepare NC Sales and Use Tax Report – quarterly
- Prepare NC Refund for Sales Tax – semiannually
- Enter annual pledges (60)

### **QUALIFICATIONS**

Our ideal candidate should be familiar with the following software packages.

- Quicken Online (online general ledger system)
- Titherly (online donor giving software)
- SurePayroll (online third-party payroll system)
- Breeze (Church management software)

### **EXPECTATIONS**

Ultimately, the responsibilities are to accurately record all day-to-day financial transactions of our church, verify that transactions are valid, properly classified and complete the posting process on a

timely basis. Except for online giving, all donations are segregated and handled by the assistant treasurer. Monthly reporting to the Vestry would be handled by the treasurer. The position would be supervised by the Rector and Church treasurer. The candidate should demonstrate a high level of confidentiality.

The Church computer system is available from 9:00am until 12:00 (noon), Monday-Thursday; however, since all systems are on-line, some flexibilities maybe available to work from home.

Hourly rate ranges from \$20.00 to \$30.00 per hour depending on experience. Performance evaluations are annually. Paid time off two weeks per year and all weekly holidays. Approximate hours per month is 40.

**TO APPLY**

Submit a CV or resume with three references (phone & email) to Father Matthew Garrison ([matt.garrison44@gmail.com](mailto:matt.garrison44@gmail.com)) and Bob Nelson ([poppynelson@charter.net](mailto:poppynelson@charter.net))