



**Position Title:** Bookkeeper

**Date:** December 2021

**Status:** Part-time, non-exempt

**Supervised By:** Business Manager

**Primary Purpose:**

The bookkeeper is responsible for supporting the finance and program needs of the organization. This position requires strict confidentiality, attention to detail, accuracy, and being organized.

**Essential Functions:**

- Accounts receivable- prepare invoices and follow up on past due amounts
- Accounts payable- process invoices and prepare checks
- Payroll- processing and reconciling Federal and State reports relating to payroll
- Deposits
- Perform other related duties as may be required or assigned

**Other Functions:**

- Copying, filing, scanning, and other office work

**Working Conditions:**

Indoors in air-conditioning, occasionally indoor without air conditioning

**Work Hours (10-15 hours/week)**

Flexible hours Monday through Friday from 8:00 am – 4:30 pm.

**Physical, Mental, and Communication Demands:**

- Mostly sitting and working on a computer
- Requires communicating and establishing relationships with diverse groups of people including, but not limited to, supervisor and co-workers, Music director, outside groups, congregants, general public
- Requires professional level of verbal and written communication

**Qualifications / Skills / Experience:**

- A bachelor's degree (in accounting preferred) or equivalent work experience required
- Two years of experience in bookkeeping- accounts payable, accounts receivable, and/or payroll.
- Highly level of professionalism, diplomacy, and discretion with the ability to maintain matters of confidentiality
- A positive attitude and high level of flexibility, manages interruptions well
- Intermediate level of knowledge of Excel and Word
- Experience with and knowledge of ACS a plus

**Background Check**

Because this person will be working with sensitive information, a background check will be required and must be passed.

**AAP/EEO Statement**

The Cathedral of St. Andrew provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

\*Proof of COVID-19 vaccination is required for all employees hired after Sept. 30, 2021.

