

Church of Our Saviour, Mill Valley  
FOR IMMEDIATE POSTING

seeking a May 1 start

Position: Bookkeeper

Classification: Part-time averaging 8 hour/week

Contact: rector@cosmv.org

**Pay: Avg. 8 hours per week, \$35-\$40/hour based on experience**

**Summary:** The Bookkeeper conducts all congregational bookkeeping operations under the guidance of the Treasurer, reports to the Rector (priest in charge of the congregation), and collaborates with the Finance Committee and the Office Administrator. Orientation will be provided during the first month of hire.

**Skills & Qualifications:** Associate degree in Accounting, Certified Public Bookkeeper (CPB) or equivalent work experience. Detail-oriented; able to work well with others and as part of a team; ability to meet deadlines; excellent communication skills. Proficient accounting software user as well as in Excel and Word. Recent experience with church or non-profit organizations a plus.

**Primary Tasks:**

- Process all approved check requests, statements, and invoices for accounts payable.
- Complete timely deposits of all receipts, coordinating with congregation volunteers as needed.
- Accurately record all financial transactions in PowerChurch accounting software in a timely manner and in accordance with best bookkeeping practices.
- Prepare payroll paperwork for new hires and changes in compensation.
- Receive staff timesheets, record payroll allocations in PowerChurch, and process payments to central Diocesan payroll office.
- Record contributions of all donors to the church (by check, online, or with stock), record all pledges made by members of the congregation, and work with administrator in issuing periodic statements to pledging members and others making contributions.
- Reconcile all bank and asset accounts monthly.
- Prepare monthly operating financial statements, assets/liabilities reports, fund balance activity, and other reports as requested by the Rector and Treasurer.
- Attend monthly Finance Committee Meetings.
- Assist in developing the annual operating budget and enter the Vestry (congregational board)-approved budget into PowerChurch accounting system.
- Prepare and input financial numbers for the annual congregational Parochial Report.
- Complete the Payroll Audit Report for use in Workers Compensation coverage, tax reports, and other essential non-profit documentation in conjunction with the Office Administrator.
- Comply with current best-practice accounting controls, processes, and procedures, promptly report any anomalies or concerns to the Rector, Treasurer, and Finance Committee, and recommend new practices as needed.
- Maintain the confidentiality of the congregation's financial records, including confidentiality with respect to pledges and contributions.