

Part-Time Bookkeeper Job Description

Christ Episcopal Church / Samela Food Pantry

Position Summary

Christ Episcopal Church and Samela Food Pantry seek a dependable, detail-oriented part-time Bookkeeper to maintain accurate financial records, support day-to-day accounting operations, and help ensure responsible stewardship of church and food pantry funds. The Bookkeeper will use QuickBooks to record transactions, reconcile accounts, prepare reports, and support the Treasurer, clergy, pantry leadership, and Finance Committee as needed.

Employment Details

- **Position:** Part-Time Bookkeeper
- **Reports to:** Vestry; and designated church leadership
- **Schedule:** Part-time; 20 hours to be determined based on church and pantry needs
- **Location:** Remote work or on-site for approved tasks
- **Compensation:** Hourly rate commensurate with experience

Key Responsibilities

- Maintain accurate financial records in QuickBooks for Christ Episcopal Church and Samela Food Pantry.
- Record income, deposits, donations, grants, reimbursements, and other receipts in the appropriate accounts and classes.
- Process accounts payable, including vendor invoices, reimbursements, recurring bills, and approved disbursements.
- Reconcile bank accounts, credit card accounts, and other financial accounts on a regular basis.
- Prepare monthly or quarterly financial reports in accordance with accepted accounting principles, including income and expense statements, balance sheet reports, budget-to-actual reports, and fund or class reports as requested.
- Track restricted funds, designated gifts, pantry-related income and expenses, and grant funds to support accurate reporting and compliance.
- Assist with payroll records, payroll-related reporting, and coordination with any payroll service provider, as applicable.
- Maintain organized digital and paper records for deposits, invoices, receipts, statements, donor documentation, and financial approvals.
- Support preparation of annual budgets, year-end financial reports including special reporting to Diocese, audits, reviews, insurance renewals, tax filings, 1099s, and other compliance requirements.
- Work cooperatively with Vestry, Finance Committee, pantry leadership, volunteers, outside accountant, and other authorized leaders.
- Protect confidential financial, donor, employee, volunteer, and client information.
- Recommend improvements to bookkeeping procedures, internal controls, documentation, and reporting practices.

Qualifications

- Prior bookkeeping or accounting experience required; nonprofit, church, or food pantry experience preferred.
- Proficiency with QuickBooks required.
- Understanding of basic accepted accounting principles, bank reconciliations, accounts payable, financial reporting, and record retention.
- Familiarity with fund accounting, restricted gifts, grants, or class tracking strongly preferred.
- Comfort using Microsoft Word and Excel, including spreadsheets for tracking and reporting.
- Excellent attention to detail, accuracy, organization, and follow-through.
- Ability to work independently, meet deadlines, and communicate clearly with staff and volunteers.
- High level integrity, discretion, and respect for confidentiality.
- Commitment to supporting the mission and values of Christ Episcopal Church and Samela Food Pantry.

Preferred Skills and Experience

- Experience preparing financial reports for boards, vestries, finance committees, or nonprofit leadership teams.
- Experience tracking donations, designated funds, food pantry grants, reimbursements, and program expenses.
- Knowledge of payroll coordination, 1099 preparation, and annual reporting requirements.
- Ability to document procedures and help maintain continuity in financial operations.

Working Relationships

The Bookkeeper will work collaboratively with church leadership, pantry leadership, Vestry, Finance Committee, volunteers, and outside accounting or payroll professionals. The role requires clear communication, respect for church and pantry procedures, and timely reporting of questions, discrepancies, or concerns.

Application Instructions

All applicants agree to background and credit report check prior to employment.

Interested candidates should submit a resume, including references, and brief cover letter describing relevant bookkeeping, QuickBooks, nonprofit, church, or food pantry experience to:

Nancy Valentine, Sr. Warden at nvbv1952@gmail.com