

Bookkeeper

St. Benedict the Moor is seeking a Part-Time Bookkeeper (Approx. 12 hours a week). The individual will work under the direction of the Pastor. This position will be responsible for a variety of bookkeeping duties including financial record keeping, payroll, quarterly payroll tax return review, and employee benefits enrollment and management. Workdays and hours will be determined.

Duties & Responsibilities:

- Manage all aspects of day-to-day bookkeeping and accounting processes including accounts receivable, accounts payable, bank reconciliation, credit card reconciliation, ParishSoft subledger reconciliation, payroll, and journal entries.
- Process and pay all invoices in a timely manner.
- Process bi-weekly payroll using Paycor, a 3rd party payroll company.
- Quarterly payroll tax reconciliations.
- Ensure all expenditures are appropriately categorized.
- Annual creation and reporting of vendor 1099s.
- Prepare monthly and quarterly financial reports, including standard P&L, Balance sheet reports, and budget vs. actual report.
- Must get familiar with Diocesan finance policies and provide reporting to the Diocese as required. Participation in monthly and annual financial training as provided by the Diocese.
- Provide support for Diocesan audits of parish records when required, typically every three years.
- Maintain organized filing system for all financial transactions and records.
- Provide Pastor and Parish Finance Council with monthly financial analysis of parish records and make recommendations on financial information.
- Support the Pastor and Parish Finance Council by preparing meeting materials and attending monthly/quarterly meetings.
- Assist the Pastor in development and analysis of annual organizational budget.
- Responsible for reconciling parish data in Parish Soft and preparation of annual tax statement to parishioners.
- Other duties as assigned by parish pastor.

Qualifications:

- Advance proficiency in QuickBooks
- Proficient in Microsoft Office and Excel
- Strong mathematical skills
- 2+ years' experience in a qualified accounting position

To make an application please send a resume to Human Resources at the Diocese of Savannah at jgreen@diosav.org.