

# BOOKKEEPER



## OVERVIEW

The Episcopal Church of the Messiah, Santa Ana, is a diverse congregation – young, old, liberal, conservative, gay, straight, educated professionals, working-class employees, English speakers, Spanish speakers. We meet in an architecturally important wood-shingled sanctuary that is the oldest church building in continuous use in Orange County. We are an intentional congregation, that is, our members have chosen Messiah for our commitment to multicultural urban ministry in the Santa Ana community, for our programs that offer opportunities for spiritual and intellectual growth, and for our assurance that “All are welcome here.” Members drive from Los Angeles County and from south Orange County, passing other Episcopal churches along the way, just to worship here.

## BOOKKEEPER POSITION DESCRIPTION

Messiah’s bookkeeper will be responsible for maintaining the day to day accounting functions, accruals, and financial statements. This position reports directly to the Rector and works closely with the Treasurer. The position is subject to an annual performance evaluation. This position is part-time at 15 hours per week, with the ability to have a customized work schedule approved during Messiah’s regular office hours of 9:00 a.m. to 1 p.m., Monday through Friday. Compensation will range from \$18 to \$20 per hour based on experience and skills. Benefits are not offered.

## RESPONSIBILITIES

1. Responsible for accurate and timely entry of parishioner pledges, donations and contributions.
2. Preparation of quarterly pledge reports mailed to parishioners.
3. Accounts payable including job costing, purchase orders and vendor records maintenance.
4. Monthly bank reconciliation of checking and savings accounts.
5. Reconciliation of balance sheet accounts reviewing for input accuracy and preparation of monthly journal entries as needed.
6. Preparation of bi-monthly payroll through ADP.
7. Ensure accurate and timely filing of quarterly business/payroll taxes prepared and filed by ADP.
8. Preparation monthly financial statements for Finance Committee and Vestry.
9. Participate at Finance Monthly Zoom Meeting and some Staff Meetings.
10. Prepare and file various monthly administrative reports. Including but not limited to annual State of California forms, Count of Orange and City of Santa Ana.
11. Ensure timely payments of clergy and non-clergy pension contributions on behalf of Messiah and contributions made by associates.

## SEQUENCE OF MONTHLY BOOKKEEPER ACTIVITIES:

1. Bank reconciliation of checking and savings accounts.
2. Process of monthly journal entries. (Hands Together, SuKarne and American Express...etc.)
3. Preparation of monthly finance reports for Finance Committee meeting. (Attendance at monthly
4. Finance committee meetings is helpful, not mandatory.)
5. Preparation and updates as necessary of monthly finance reports for monthly Vestry meeting.
6. Payment of monthly pension contributions by Messiah associates.
7. Payment of monthly Mission share payment.
8. Weekly input of congregation pledges, both ‘mail in’ and E-pledges.
9. Weekly processing of invoice payments.

## ANNUAL BOOKKEEPING ACTIVITIES:

1. Creation of Messiah’s budget numbers for the new year.
2. Creation of invoice to be used for payment of SuKarne lease agreement. (We provide to Muuu Meat so they can invoice their HQ for monthly lease payment).
3. Preparation of year end finance reports for the Annual Meeting.
4. Payment and/or processing of yearly State, County and City forms.

## SKILLS AND QUALIFICATIONS

1. Full Charge Bookkeeping experience.
2. AA degree in Accounting preferred. Significant applicable work experience may substitute.
5. Interact with staff, vestry and parish members promptly and efficiently.
6. Proficiency in MS Excel, Word, Outlook.
7. Knowledge of Church Windows accounting software
8. Sufficient knowledge of Generally Accepted Accounting Principles.
9. Ability to prioritize and multi-task.
10. Highly organized and detail oriented.
11. Able to complete tasks accurately and timely with minimal supervision.

Messiah is an equal opportunity employer. All qualified persons are encouraged to apply.

Please send your résumé and a letter about yourself to: Abel E. Lopez, Rector

**rector@messiah-santaana.org**

(Word or PDF documents only)