



Bookkeeper

10-20 hours/month
Contractor Position
\$25-\$30 per hour

Grace Episcopal Church in Chicago's South Loop neighborhood seeks a part-time Bookkeeper to perform the day-to-day financial operations of the Church. The average workload is 3-5 hours per week. While most of the work is independent, the bookkeeper meets regularly with the Treasurer and Rector.

ESSENTIAL FUNCTIONS

- Using QuickBooks Online, perform AP, A/R, GL, Payroll, Reconciliations, Payroll Taxes and Reporting
- Enter Payables and prepare checks based upon check requests (once a week)
- Report payroll to Paychex (twice a month), reconcile quarterly and annual Paychex reports, and maintain reports in QuickBooks Online
- Enter Pledge Payments and generate quarterly pledge statements
- Process regular and special deposits as needed
- Bill tenants each month, track and manage tenant payments
- Insure accurate and timely input of all financial transactions, reconciliation of multiple bank and investment accounts, and make adjustments as needed
- Prepare monthly financial reports and respond to financial inquiries as needed

OTHER RESPONSIBILITIES

- Meet monthly with the Treasurer and Rector, in person or online
- Work with Treasurer and Rector on quarterly reconciliation and annual reconciliation and close-out
- Provide support to Treasurer for annual audit

MINIMUM QUALIFICATIONS

- BA Accounting
- Five+ years of bookkeeping experience for a church or non-profit organization
- Demonstrated competency with QuickBooks Online, including AP, A/R, & Payroll

PHYSICAL REQUIREMENTS

- Able to operate a computer
- Able to come to the church office at least once a week

CORE COMPETENCIES

- **Attention to Detail:** Consistently follows up on missing or out of balance items; resolves financial record keeping issues; keeps the larger picture in mind while tending to the smallest of details.
- **Time Management:** Is able and willing to focus time on tasks that contribute to parish goals; uses time effectively; values time and respects the time of others; consistently meets deadlines; can appropriately balance many priorities.
- **Verbal & Written Communication:** Is able to deliver a message (written and verbal) clearly, articulately, and in a tone appropriate to the context; is able to write clearly and succinctly; maintains a positive attitude and poise in a wide variety of situations.
- **Integrity and Trust:** Is trustworthy; practices direct, honest and transparent communications; responds to situations with constancy and reliability; uses discretion and confidentiality concerning financial and payroll information.

WHO WE ARE

Grace Episcopal Church of Chicago is a joyful, inclusive, and welcoming congregation, with a history of progressive theology. Sunday worship is held in an award-winning, converted-urban loft in Printers Row in the heart of the South Loop. This evocative and intimate space encourages a mix of traditional and non-traditional worship. Learn more at gracechicago.org.

TO APPLY

Submit cover letter and resume to info@gracechicago.org by Friday, September 24, 2021.

The selected candidate will be on probationary status pending the successful completion of a criminal background check mandated by the Episcopal Diocese of Chicago.