

**ST. ANDREW'S EPISCOPAL CHURCH ANN ARBOR**  
**POSITION DESCRIPTION - Bookkeeper**  
**January 2023**

Responsible for all financial administration involving receipts, disbursements, and the recording of financial transactions for all funds and accounts of the church and the Breakfast at St. Andrew's. This position requires attention to detail, flexibility, and an ability to deal with people and the unexpected.

**Accountability**

Reports to the Parish Administrator.

**Finance Responsibilities**

1. Accepts, records, and acts as custodian of cash, checks, gifts in kind, refunds, credits, adjustments, and any other transfers of assets to the church.
2. Makes and records disbursements in a timely way:
  - a. Vendor payments.
  - b. Payments of payroll and related taxes.
  - c. Submits reports such as 941, W2, 1099.
  - d. Payments of clergy and staff benefits.
  - e. Any other authorized payments for goods or services received.
3. Manages banking and investments transactions and records:
  - a. Initiates, records, and maintains bank checking accounts for working capital funds.
  - b. Arranges for short-term investments in accordance with cash flow projections and consistent with investment policies.
  - c. Reconciles bank and investment manager statements with St. Andrew's book of record.
  - d. Maintains appropriate and approved authorizations for banking transactions.
4. Manages all financial transactions:
  - a. Maintains St. Andrew's book of record in accordance with generally accepted accounting procedures (GAAP).
  - b. Creates and retains appropriate supporting documentation for all financial transactions.
  - c. Maintains financial records in such a way that they can be easily, readily, and thoroughly disclosed for review and audit.

5. Maintains separate corporate files for vendors, banks, investment managers, and custodians, brokers, and other entities so as to record and disclose all financial transactions.
6. Maintains separate funds, in accordance with accepted fund accounting procedures, for general operations, special purposes, capital acquisitions and expenditures, invested funds, and special projects as required.
7. Maintains accounts for acquisition, retention, and disposal of fixed assets.
8. Maintains financial records for inspection by the auditor:
  - a. Works closely and cooperatively with the auditor during the review.
  - b. Assists the Treasurer in the discussion of the audit findings with the Finance Committee and the Vestry.
  - c. Initiates corrective action recommended by the auditor.
  - d. Consults with the Treasurer and the Finance Committee in regard to the retention of the auditor.
9. Prepares published financial reports for all funds, detailing all transactions and the resulting financial status for the current month and fiscal year to date.
  - a. Prepares summary financial reports for Finance Committee, Legacy Fund trustees, and Vestry review with current status compared to budget or plan and year-end projections.
  - b. Assists the Treasurer in preparing the reports for presentation to the membership at the annual meeting.
  - c. Prepares a monthly statement for *The Network*.
10. Oversees church budget, maintaining control of expenditures in accordance with approved budgets or plans.
  - a. Maintains close liaison with clergy and staff regarding budgets and plan.
  - b. Prepares revenue and expense projections for the preparation of the annual budget.
11. Performs other general related duties as assigned:
  - a. Works closely and cooperatively with clergy and staff, the Treasurer, Finance Committee, and Vestry.
  - b. Attends Finance Committee meetings.
  - c. May be called upon from time to time to assist the Treasurer in making financial presentations to the Vestry, membership, or other groups.