

Parish Bookkeeper (Part-time)

St. Mark's Church, an Episcopal congregation in Southborough, MA, is looking for a part-time Parish Bookkeeper who will report to the Rector. The collaborative team player we seek needs to possess strong organizational skills and the ability to work independently, as well as the ability to handle confidential and financial information with discretion. Candidates should possess strong computer, interpersonal and communication skills; and have the ability to work collaboratively with staff and volunteers.

Associate's Degree or higher is preferred.

Who We Seek

The person we'd like to hire has:

- Knowledge of financial accounting including financial controls
- Experience with Quickbooks
- Knowledge of payroll systems
- Experience with or interest in learning software programs including our parish database system, electronic banking, and online bookkeeping

Responsibilities Include

- Maintain the general ledger including deposits, accounts payable and payroll
- Record contribution and pledge information for parishioners, and prepare regular statements for contributions
- Assist in preparation of the parish's annual report and diocesan parochial report
- Maintain church records including baptism, wedding, confirmation and transfer information

Position can be combined with other current postings including Parish Coordinator or Youth Director.

Salary: negotiable, including two weeks paid vacation.

Hours: 5-7 hours per week, flexible arrangement.

Start Date: Negotiable

Interested persons should submit: A cover letter and a resume with references to The Rev. Phil LaBelle, phil@stmarkssouthborough.org.