



Finance Coordinator
St. Mary's Episcopal Church, Barnstable, MA
Job Description

This, part time, non-exempt position of 28 hours per week is responsible and accountable for the finance-related functions of St. Mary's. Starting hourly rate is \$27/hour and includes paid vacation, holidays, and contribution to retirement plan. This position does not include health care benefits.

Key responsibilities include:

- Maintain church accounting using QuickBooks accounting software
- Prepare payables
- Count weekly donations and offerings, prepare deposits
- Prepare bi-monthly payroll (payroll company used)
- Maintain computer records of all gifts to St Mary's using (ACS) Realm Software
- Coordinate with accountant the preparation of all financial reports as requested by the treasurer, wardens, Rector or parish administrator
- Maintain vendor-related records
- Work with stewardship team on fall annual giving campaign

Qualifications:

Financial/Accounting education; must be familiar with basic accounting principals

Experience and high proficiency in QuickBooks, Microsoft Office Suite, and Excel Knowledge of ACS/Realm, preferred but not required

Send Cover letter and resumé to Julie Remie, Parish Administrator at Julie.remie@stmarysbarnstable.org or mail to P O Box 395, Barnstable MA 02630.

No phone inquiries please.

