



Congregational Bookkeeper

Episcopal Diocese of Southwest Florida

www.episcopalswfl.org

941-556-0315

Overview

The Diocese of Southwest Florida is a community of 79 congregations, 14 Episcopal schools and the DaySpring Episcopal Conference Center, including about 30,000 members. While many of our congregations dot the beach communities on the western coastline of Florida, we also serve the densely populated Hillsborough-Pinellas County area as well as rural congregations near the center of the state. We have 5 congregations with Spanish-speaking ministries and a Lutheran/Episcopal Congregation.

The administration of the Diocese is a shared ministry that includes elected and appointed members such as Diocesan Council (the corporate Board of the Diocese), Standing Committee and various other bodies. The Bishop's work is enhanced by a staff of 17. Our 97-acre DaySpring Episcopal Center in Parrish, FL (between Sarasota and St. Petersburg/Tampa) is a central asset for diocesan ministry. The Diocesan House/Office of the Bishop was built on the DaySpring property in 2012.

Position Description

The Congregational Bookkeeper is responsible for providing bookkeeping support to congregations in the Diocese of Southwest Florida.

- Works with the Director of Congregation Support and the Chief Financial Officer to administer a Diocesan Bookkeeping Support program for eligible congregations.
- Develops an accounting scope of work with participating congregations to define the accounting functions to be performed by the Congregational Bookkeeper.
- Performs accounting functions for participating congregations according to the agreed upon scope of work. Functions may include and are not limited to accounts payable, general ledger, account reconciliation, payroll, audit support, and benefits administration.
- Refers more complicated congregational issues to the Director of Congregation Support, Chief Financial Officer, and Canon to the Ordinary/Chief of Staff.
- Other administrative duties as assigned.

Qualifications

- Good organizational, time management, and interpersonal skills.

- Associate degree in Accounting or similar.
- Minimum of 2 years' experience in bookkeeping, including payroll and benefits administration.
- Proficiency with Microsoft Office products (Excel, Word, PowerPoint).
- Experience with the ACS suite of software products is a plus.
- Experience in church or other non-profit accounting is a plus.

Workplace and Team

This is a part-time (1,000 hours a year) position with a majority of the work occurring from home. The position will be required to travel to Diocesan House periodically for meetings and other events. The position reports to the Chief Financial Officer.

Compensation

Compensation is competitive and commensurate with experience. The position is eligible for an employer contribution equal to 10% of their salary to the Episcopal Church's lay retirement plan.

How to Apply

Please send résumé and cover letter, including three references to jedgar@episcopalswfl.org. For more information, contact Director of Congregation Support John Edgar at 941-556-0315 or the email above.