

**First Parish in Concord
Concord, MA**

Employment Ad

Job title: Bookkeeper, Assistant to the Director of Finance & Operations

FLSA status: Non-exempt; part time; paid hourly

Work schedule: 24 hours per week, 12 months per year; daily work schedule to be determined

Location: Work onsite in Concord, MA, for three months; partial offsite work may be negotiated

Pay range: \$20-\$30 per hour, depending on prior experience

Date: October 11, 2024

Position Summary

Under the direction of the Director of Finance & Operations (DFO), and in accordance with the principles of Unitarian Universalism, the Assistant to the Director of Finance & Operations (ADFO), provides bookkeeping and payroll management services and analytical and administrative support for the financial operations of First Parish in Concord.

Principal Duties and Responsibilities

- This position is responsible for the day-to-day financial transactions of the church, including accounts payable, accounts receivable, tracking gift and pledge payments by household, tracking event proceeds and several internal accounts, bank statement reconciliations, journal entries, and month- and year-end closings
- Must be familiar with QuickBooks
- Proficient in the use of databases, including entering new pledges and pledge payments, updating contact information, and generating reports
- Managing a brokerage account for stock transfer donations
- Generate quarterly pledge reminder statements and mail to parishioners
- Provide administrative and analytical support to the annual fundraising campaign as well as to other fundraising efforts
- Answer parishioner inquiries on a variety of topics including pledges, gifts, and reimbursement procedures.
- Process the First Parish biweekly payroll, including tracking paid time off, special sources of income, and employee portions of health insurance premiums
- Handle other delegated projects as requested
- Attend all-staff meetings, staff retreats, and weekly meetings with one's supervisor
- Track time and complete biweekly timesheets

Job Qualifications & Skills

- Knowledge of accounting and bookkeeping principles
- Strong analytical ability; comfort working with numbers
- “Customer service” orientation toward congregants and colleagues
- Trustworthiness; ability to maintain confidentiality
- Comfort working both independently *and* on a cooperative team
- Payroll management, experience with PayChex a plus
- Computer skills, including QuickBooks, Excel, Word, and email
- Conscientious and thorough, with attention to detail
- Strong organizational skills
- Data entry and database reporting (experience with Blackbaud’s eTapestry preferred but not required)
- Insurance experience – health, workers’ comp, long-term disability, group term life/AD&D
- Friendliness; positive attitude; openness to change and various types of people

First Parish is committed to equal opportunity in all aspects of hiring and employment for all employees and applicants without regard to race, color, religion/creed, gender, gender expression, sexual orientation, national origin/ancestry, age, ability, marital status, genetics, socioeconomics, or veteran status. People who expand the diversity of the First Parish staff are encouraged to apply for open positions.