

August 2, 2021

**The Church at Clarendon**  
**Bookkeeper/Accounts Payable Job Announcement**  
**Arlington, Virginia**

The Church at Clarendon is a Baptist church located in Arlington, Virginia. Learn more about the Church at Clarendon by visiting [www.1bc.org](http://www.1bc.org) and reading our Church Profile.

We are seeking a part-time (15-hours per week) bookkeeper to maintain records of financial transactions, enter information into the accounting system (Church Windows), generate checks for two congregations, pay bills online and by check, reconcile accounts and bank statements, facilitate outside audits, and handle any 1099 issuance.

**Job Description / Duties:**

- Transfer total donation payments into accounting system and record payments into designated accounts.
- Accounts Payable using both online and checking.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Record financial transactions and maintain financial records in the system of record, Church Windows and prepare reports using spreadsheets.
- Print list of checks to be processed for signature by Treasurer/Assistant Treasurer.
- Once approved by Treasurer/Assistant Treasurer submit checks online for payment.
- File payment vouchers and authorized payment list after each payment session.
- Enter bills in accounting system after receiving authorized and completed Payment Voucher from Church Administrator, Pastor, Deacon Chair, or authorized individual. Process and prepare checks for signature and issue payments to vendor, following church protocols.
- Manage Designated Funds Account and issue payments accordingly and as directed.
- Perform monthly reconciliation for all checking, savings accounts held by the church accounts.
- Keep track of when any CD or Money Market accounts are up for renewal
- Create Treasurer's Report monthly by the 15<sup>th</sup> of the month, including notations on any out-of-the-ordinary or unusual payments/debits.
- Create Benevolence distribution report monthly for Church Administrator.
- Review financials with Church Administrator.

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Vision: To be a training ground for God's disciples, preparing us to live out our faith. [www.1bc.org](http://www.1bc.org)*

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- For partner Congregation, balance bank statements, issue payments, transfer total donation payments into accounting system, run reports for Congregation Pastor as requested, notify appropriate parties when checks are available for pick-up.
- Serve as primary point of contact for the Auditor and assist with preparation for audits and financial reviews.
- Produce reports of all 1099 payments made the previous year and give report to Church Administrator for submission to payroll company for production of end-of-year 1099 IRS forms
- Maintains general ledger, historical records and prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Contributes to team effort by accomplishing related results as needed.

**Hours and schedule:**

- 15 hours per week, unless approved by Personnel and Finance.
  - Activities and responsibilities are more concentrated at the beginning of the month, as bank statements and reports are needed by the 15<sup>th</sup> of the month.
- Schedule is flexible but will include one morning per week as designated by the Pastor in order to facilitate staff coordination.

**Education, Experience, and Requirements:**

- Bachelor's degree in accounting, finance, or related field
- Previous bookkeeping experience

**Preference:**

- Familiarity with Church Windows accounting software

**Position & Salary**

- 1099 position
- \$22 per hour
- Part-time (up to 15 hours/week)
- At least one day per week in the Church office

**Please submit a copy of your resume / CV and Cover letter to [Hiring@1bc.org](mailto:Hiring@1bc.org).**

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