



St. James's Episcopal Church

1991 Massachusetts Avenue
Cambridge, MA 02140

BOOKKEEPER JOB DESCRIPTION

St. James's is a progressive, welcoming, and vibrant faith community of many races, cultures, national, political, socio-economic and theological backgrounds. We rejoice in our diversity as an expression of the beloved community and seek to value each individual as we also seek unity in Christ. We live out our faith through joy-filled worship and just engagement in the world for its transformation.

We welcome your application as we search for a new Bookkeeper. The Bookkeeper is responsible for maintaining the books for St. James, recording and reconciling income and expenditures, review of payroll expenditures, preparing checks for bill payments, preparation of monthly financial statements, interfacing with the Treasurer and Assistant Treasurers, and advising on accounting, record keeping, and financial matters as appropriate.

Qualifications and Responsibilities: The primary responsibilities require a regular monthly visit to the church office to process bills, invoices, receipts, and related financial materials. Additional responsibilities involve updating St. James's Realm database to record receipts of donations from parishioners. Key qualifications include knowledge of bookkeeping and accounting practices and procedures, including demonstrated work experience. Expertise with bookkeeping and accounting software, especially QuickBooks and Excel, is essential as are good communications skills.

Compensation and Schedule: The work schedule is flexible and typically requires no more than ten hours per month. Compensation is commensurate with skills and experience.

Apply: Send resume and references to the Rev. Matthew Stewart at matt@stjames-cambridge.org