



The Episcopal Diocese of Northern California

Job Description

Job Title: Bookkeeper

Effective Date: August 7, 2025

Job Summary: The Diocesan Bookkeeper plays a key support role in providing centralized financial support to small and mid-sized congregations. This new position reflects our commitment to strengthening congregational vitality by alleviating the administrative burden on clergy, treasurers, and volunteers.

The Diocesan Bookkeeper will manage day-to-day bookkeeping functions for participating churches, ensure timely and accurate financial reporting, and serve as a trusted resource for local church leaders. This role will work closely with congregations to maintain financial clarity, consistency, and compliance while fostering strong relationships and supporting long-term sustainability.

Employment Classification: (check one)

☐

Exempt

☒

Non-exempt

Compensation: \$25.00-\$35.00 per hour + benefits

Supervised by: Director of Operations

Location: Hybrid (Remote and/or Diocesan Office in Northern California)

Typical Essential Duties: (These duties are a representative sample; position assignments may vary.)

1. Bookkeeping Support

- Develop and maintain standardized chart of accounts for each church.
- Receive and enter bills/invoices into QuickBooks Online.
- Support congregations in maintaining local donation records.
- Record and allocate deposits based on documentation provided by local congregations.
- Reconcile bank statements and perform financial close activities.
- Prepare and distribute monthly financial reports with explanatory notes for church leadership.
- Support onboarding and training of new church personnel as needed.

2. Act as Diocesan Bookkeeping Resource

- Provide guidance and troubleshooting support to clergy, treasurers, and wardens.
- Ensure clear, responsive, and supportive communication with congregations.
- Coordinate quarterly Treasurer Resource calls.
- Other duties as assigned.

Qualifications & Skills:

Required:

- 3+ years of experience in bookkeeping or accounting, preferably with nonprofit or church-related organizations.
- Proficiency in QuickBooks Online and Microsoft Excel.
- Strong understanding of general accounting principles and financial reporting.
- High level of organization, accuracy, and attention to detail.
- Excellent interpersonal and communication skills.
- Ability to work independently and collaboratively across multiple churches.
- Commitment to confidentiality and ethical financial practices.

Preferred:

- Experience working in an Episcopal or faith-based setting.
- Familiarity with church donation and financial software (e.g., Realm, PowerChurch, Church Windows).
- Knowledge of nonprofit accounting standards and restricted funds tracking.
- Bilingual skills are a plus.

Licensing Requirements:

- Valid California driver's license

Physical Requirements:

The employee is frequently required to:

- Work at computer lengthy periods of time

The employee is occasionally required to:

- Drive to meetings in the Diocese
- Lift and/or move up to 25 pounds
- Maneuver stairs and move about in a variety of properties.