

JOB TITLE	Bookkeeper		
DEPARTMENT	Finance		
DATE REVIEWED:	04/2026	FLSA STATUS:	Non- EXEMPT
REPORTS TO	Direct: Controller	Indirect: Operations Executive	
SUPERVISES	N/A		
JOB SUMMARY	Supports the financial integrity of Christ Church Cathedral by maintaining accurate and well-documented financial transactions. This role ensures reliable financial records and supports reporting, audit readiness, and day-to-day financial operations.		
ESSENTIAL FUNCTIONS <i>Describe the duties that must be performed in the job. Focus on the function of the job rather than the means used to achieve that function. Focus on the required outcome of the job tasks, rather than on the tasks themselves.</i>	<ul style="list-style-type: none"> • A Financial transactions are accurate, complete, and timely • Records are consistently organized and audit-ready • The Director can rely on financial data without rework or correction • Financial processes run smoothly, consistently, and predictably <p>Transaction Processing</p> <ul style="list-style-type: none"> • Processes accounts payable and receivable accurately and on time • Maintains proper documentation for all financial activity <p>Financial Recordkeeping</p> <ul style="list-style-type: none"> • Maintains general ledger entries and reconciliations • Ensures records are complete, organized, and up to date • Reports to and supports the Director of Finance and Facilities • Provides reliable, detail-oriented execution of financial processes • Follows established processes to ensure timely and complete financial documentation, including consistent follow-up with staff when needed • Communicates clearly and consistently regarding the status of financial tasks and any issues requiring attention • Supports monthly close and annual audit preparation • Balances timeliness with a strong emphasis on accuracy and completeness • Follows established financial controls and documentation standards <ul style="list-style-type: none"> • • Work cash box for Music Live at Lunch on Tuesdays @ Sept-May. • Do Endowment withdrawal (qtrly) spreadsheet and enter into ACS. • Work 3 hour shift in Soul Goods weekly • Submit Defined Pension & 403-b P/R deduct contributions to Fidelity each pay period and make entry into ACS. • Send out 1099's out at year-end. 		
	<p>KNOWLEDGE AND/OR EXPERIENCE</p> <ul style="list-style-type: none"> • A degree in accounting and/or a combination of 5 years previous experience in accounts payable is preferred 		

	<p>JOB SPECIFIC COMPETENCIES</p> <ul style="list-style-type: none"> • An eye for detail • The ability to meet deadlines • The ability to communicate complex data in a clear way • Exceptional organizational skills • The ability to prioritize projects
	<ul style="list-style-type: none"> • Customer service skills • Excellent data entry skills • Payroll accounting skills • Excellent organizational skills • Nonprofit experience and fund accounting experience a plus <p>COMPUTER SKILLS</p> <ul style="list-style-type: none"> • Proficiency with Microsoft Office Suite(Outlook, Word, Excel) • Accounting software, ACS experience a plus
<p>CORE VALUES</p> <p><i>All staff must exhibit these work habits in the course of employment.</i></p>	<ul style="list-style-type: none"> • Treat all persons with dignity and respect • In all assigned tasks, work for the highest quality in a timely manner.
<p>PHYSICAL REQUIREMENTS / WORK ENVIRONMENT</p> <p><i>Characteristics described here are representative of those an employee encounters while performing the essential functions of this job.</i></p>	<p>PHYSICAL REQUIREMENTS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</p> <p>While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.</p> <p>WORK ENVIRONMENT This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.</p> <p>WORK SCHEDULE This is a full-time position. Days and hours of work are Monday through Friday, 8:a.m. to 4:00p.m., 40.00 hours per week.</p> <p>TRAVEL REQUIRED Limited travel is expected for this position.</p> <p><i>Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.</i></p>

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required in order to perform the work. Management may, at its discretion, assign or reassign duties and responsibilities at any time.

This job description has been approved by all levels of management:

Supervisor: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____