

Bookkeeper Job Description  
St. Luke's Episcopal Church  
Seattle, Washington  
January, 2025

The Bookkeeper works with the Vicar, Treasurer and Finance Committee to accurately maintain accounting records, payroll data and donation records for the Church, Edible Hope Kitchen and Redevelopment.

### **Bookkeeper Responsibilities**

1. Monitor and pay all bills
2. Payroll
  - a. Process payroll and employee reimbursements
  - b. Set up new employees, including pension/insurance enrollments
  - c. Payroll taxes: 941, L&I, PFML, Washington Cares
  - d. Pension payments to CPG and 403b employee contributions.
  - e. Process Health Insurance payments.
3. Donations
  - a. Process and record all cash, check and online donations
  - b. Prepare bank deposit bi-weekly
  - c. Produce contribution statements bi-annually and upon request
4. Prepare monthly financial reports for the Finance Team and Bishop's Committee
5. Process permit renewals and property tax exemption
6. Process and distribute annual W2/W3 and 1099/1096 forms
7. Other tasks as needed in negotiation with the Treasurer and Vicar

### **Bookkeeper Attributes**

- Professionalism and confidentiality
- High level of accuracy and attention to detail
- Expert level skills in a variety of computer software applications in word processing, spreadsheets, and church databases (Quickbooks, Microsoft Office, Google, Realm, etc.)
- Ability to manage varied demands and priorities effectively
- Ability to plan, prioritize and work independently with limited supervision, establishing priorities and meeting deadlines

### **Bookkeeper Requirements**

- The Bookkeeper must attend Safeguarding God's Children and Safeguarding God's People training within the first three months of employment and obtain a certificate of completion. If the Bookkeeper has previously attended the training, must provide documentation demonstrating completion.
- The Bookkeeper must undergo a criminal background check.
- Ability to provide a high level of confidentiality
- Ability to plan, prioritize and work independently with limited supervision.

- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.

**Benefits:**

1. This position is governed by diocesan Personnel Policies and Procedures for Mission congregations as adopted by the Bishop's Committee
2. This is a non-exempt position. Hours will vary between 6-10/week. Wages will be adjusted based on an annual COLA as determined by Diocesan Convention

To apply, please email a cover letter and resume to the Rev. Canon Britt Olson,  
[britt@stlukesseattle.org](mailto:britt@stlukesseattle.org)