

## FINANCIAL ASSISTANT

Grace Episcopal Church  
Morganton, North Carolina

Grace Episcopal Church is seeking a dedicated, professional, and organized Financial Assistant to join us as we seek to follow Christ and serve all God's people in beautiful Morganton, North Carolina. This part-time position will work with a strong team of staff and volunteers to assist in overseeing the financial affairs of the church. Applicants must have experience with office management, bookkeeping, and accounting. Prior experience with church finance and administration is helpful.

### Position Responsibilities:

Assist with Financial Administration of the Parish:

- Work closely with the Parish Treasurer, Parish Administrator, and Finance Committee to ensure that accurate and up-to-date financial records and reports are maintained.
- Prepare checks, payroll, and other payments for approval by the Parish Treasurer or other designated officer of the Vestry, ensuring that timely payments to vendors, contractors, and employees are made.
- Prepare and submit North Carolina sales tax paperwork.
- Make monthly state (NC-5) and federal payroll deposits.
- File Form 941 quarterly.
- Prepare W-2s, W-3s, and 1099s annually.
- Work with accountants, auditors, or other individuals tasked with conducting financial reviews and audits.
- Track the annual budget as approved by the Vestry and provide the Vestry with monthly financial reports.
- Abide by the Manual of Business Methods in Church Affairs, produced by the Episcopal church.
- Work with the Vestry and Finance Committee to prepare the annual budget and Annual Parish Report.
- Work with the Parish Treasurer to prepare checks for signature.

Other duties may be assigned from time to time.

### Qualifications:

Experience in the following areas:

- Church Administration
- Office Administration
- Proficiency in ACS Financial Software
- Bookkeeping and Accounting Experience
- Strong Organizational Skills
- Collaboration with Diverse Groups of People, and the Ability to Maintain Confidentiality

This position is part-time, consisting of 5-10 hours per week. Weekly schedule is negotiable in consultation with the Rector. Work may be conducted onsite or remotely, as negotiated with the Rector. Salary is competitive and commensurate with experience. Attendance and participation in staff meetings, finance committee meetings, and Vestry meetings are occasionally required, but may be attended remotely. The Financial Assistant reports to the Rector.

Please send a résumé and letter of interest, along with three references to The Rev. Dr. Marshall Jolly at [rector@gracemorganton.org](mailto:rector@gracemorganton.org)