

St. James Parish (Episcopal), in Farmington, CT, seeks an experienced bookkeeper (CPA preferred but not required). The successful applicant will be experienced with Quicken, Outlook, Excel, and accounting systems. The successful candidate will be experienced with payroll (we utilize ADP), reconciling multiple accounts (on a monthly basis), data entry, and tracking deposits that are made on an ongoing basis. Collaborating with our Administrator, who runs the church office, cooperatively scheduling our yearly audit/review done by an outside agency, preparing monthly financial reports, and communicating financial matters to our governing body. The position has the potential for growth in hours and responsibility, depending on the abilities and strengths of the successful candidate. The candidate will begin working 15-20 hours a month (compensation negotiable). Please apply by sending a resume to the Reverend George Roberts at rector.st.james@sbcglobal.net. References will be asked for later in the process.