

The Church of the Heavenly Rest, an Episcopal parish in Abilene, Texas, is seeking a part-time Parish Bookkeeper.

Heavenly Rest outsources many of its accounting tasks. The primary responsibility of the Parish Bookkeeper will be to ensure that the outside company has the information it needs to manage the church's finances. This will include coding and scanning bills for Accounts Payable, reviewing credit card statements, and transferring funds from Venmo donations into the appropriate accounts. The Parish Bookkeeper will assist with the Annual Giving campaign and facilitate the preparation of giving statements throughout the year. The Parish Bookkeeper will also be responsible for counting cash and making cash and check deposits.

The ideal candidate for this position will be diligent, flexible, and able to work independently, use discretion, and maintain confidentiality. The Parish Bookkeeper must be willing and able to work well with paid staff and volunteers.

Compensation commensurate with experience. Maximum time commitment of 20 hours/week.

Please send a resume and a cover letter by June 15, 2024 to:

The Reverend David F. Romanik
dromanik@heavenlyrestabilene.org
(325) 677-2091