

Grace Episcopal Church

116 West Washington Avenue, Madison, WI 53703, (608) 255-5147

Position Description

TITLE: Church Accountant

Purpose and Primary Focus of Position: The Church Accountant is responsible for the execution of the financial functions and operations of the church as it relates to supplying accounting and payroll-related services, establishing sound financial procedures, and monitoring church finances, insurance, and budget incomes and expenditures.

Scope of the Position: Grace Episcopal Church has been on the Capitol Square in Madison for 150 years. The 300 plus parishioners come from throughout Dane County. The operating budget of over \$500,000 supports a staff of 9 positions.

Qualifications:

Required Education and Experience:

- AA Degree in Accounting
- 1-2 years of Professional Experience
- Experience with fund accounting

Preferred Education and Experience

- BA Degree in Accounting
- 3-5 years of Professional Experience
- Professional experience in a church or nonprofit organization

Employment Status: Continuing Part-time – 25 hours per week with benefits

Compensation: Hourly Rate: \$18 - \$25 based on qualifications

Benefits: Health and Dental Insurance plus Vacation and Sick Leave

For Additional Information:

Visit Grace Church Website at: <http://www.graceec.org>

To request a complete position description, send e-mail message to:
gracechurchmadison@charter.net

To Apply: Send cover letter, resume, and three professional references to:
gracechurchmadison@charter.net

Starting Date: June 1, 2013