

**St. Anne's in-the-Fields Episcopal Church
Lincoln MA**

Position Title: Finance Manager

Term: Position available April 1 2026

In brief: A medium sized church in suburban Boston seeks a bookkeeper to manage the parish's financial accounts. We are a warm and welcoming parish.

Responsibilities:

Responsible for managing the fundamental aspects of the parish's financial recordkeeping, including recording financial transactions, managing accounts payable and income, parishioners' donation records and reports, payroll and pension, diocesan reporting, and completing annual tax forms. A strong working knowledge of QuickBooks online and a comfort with web-based tools is a requirement.

Daily Responsibilities:

- Track parish accounts on bank website and in QuickBooks Online, provide updated information to Wardens, Vestry or appropriate Committee
- Maintain vendor relationships, track and pay invoices online or via mail; set up recurring online payments; create weekly expense reports for Warden and Treasurer approval
- Ensure monthly invoices are sent to long-term renters
- Review volunteer plate counters' deposits in Breeze, our parishioner donation tracking web app; file deposit slips for auditor
- Ensure accurate entry of visitor and parishioner donations in Breeze and Quickbooks online, including cash, online transactions, stock, pre-and post-paid pledges, and anonymous gifts
- Prepare acknowledgement letters for large gifts and donations of stock and mail with Treasurer's signature
- Maintain paper files of income and expenses for each year
- Maintain confidential electronic and paper personnel files on all paid employees
- Calculate, submit, and approve monthly payroll information; distribute paystubs electronically as requested; enter information to payroll platform
- Monitor and remit benefits payments on behalf of staff; troubleshoot and resolve all questions
- Prepare enrollment, update and termination forms for Pension and Retirement Savings for clergy
- Ensure all paid employees who meet the federal guideline for receipt of 1099-NEC have an I-9, and W-4 on file

Periodic Responsibilities:

- Prepare and send periodic and year-end donation statements for all parishioners; respond to and resolve all resulting questions
- Enter annual stewardship pledges into Breeze; prepare ad-hoc reports for use by Rector and Wardens to monitor pledge and payment activity
- Work with Treasurer to assemble financial information for annual Parochial Report to the Diocese; set up online recurring payment of diocesan assessment

- Provide parish-contracted auditor with data, reports, spreadsheets, and Word documents; assist auditor as needed
- Generate 1099-NEC tax forms and review W-2 forms prepared by payroll company

Work Hours:

- During program year (Sept. through May): 10 hours per week. June-August, 7 hours per week for 12-month total of no less than 484 hours.

Supervision: This position reports to the Rector.

Compensation:

- This is a part-time position paid at the annual rate of \$21,000 per year with no benefits and no health insurance provided.

If interested, please contact: Paul Hoffman, co-warden. hofferhoff@gmail.com