

## Request for Proposal: Bookkeeping Services

St. Edward & Christ Church – Joliet, IL

Issued: June 8, 2026

Proposal Deadline: Until Filled

Type of position: Part-time/W-9

Hours/month: 20

Pay/hour: \$25

St. Edward's & Christ Church is a welcoming Episcopal faith community located in Joliet, Illinois. We operate with an annual budget of approximately \$400,000 and maintain a variety of designated and restricted funds totaling over \$1.1 million in assets. Our bookkeeping has been managed by a dedicated volunteer, and we are now seeking a part-time professional to support long-term sustainability and financial stewardship. The start date would be as soon as filled in 2026. We currently use QuickBooks Online.

### Scope of Work

The bookkeeper will work closely with the Treasurer and Budget and Finance Committee and report to the Treasurer. Responsibilities include:

#### Accounting and Reconciliation

- Record and reconcile all income and expenses across operating, restricted, and endowment accounts
- Reconcile monthly bank and investment statements
- Track and reconcile credit card and PayPal activity, ensuring documentation and accurate coding
- Process and pay vendor bills with appropriate approvals
- Record incoming funds including online donations, stock gifts, and miscellaneous income
- Maintain detailed fund accounting for multiple subfunds (e.g. Alms, Outreach, Capital Campaign, Memorials)
- Manage accounts receivable (e.g. space rentals, program reimbursements)
- Make adjusting journal entries and accruals as needed, in consultation with the Treasurer
- Payroll and Benefits
  - Process bi-weekly payroll in-house and ensure accurate recordkeeping
  - Pay, track and record benefits for clergy and staff (e.g. HRA, HSA, health insurance, pension, FICA, SECA)
  - Remit monthly payroll taxes and submit quarterly and annual payroll reports to federal and

state agencies

- Prepare and distribute annual tax statements, including W-2s for employees and 1099s for contractors, and file W-3 forms as required
  - Process monthly payments to the clergy and lay pension funds (or as required by plan)
  - Handle correspondence with federal and state agencies regarding payroll taxes and pension reporting
  - Contribution Tracking and Donor Support
  - Record all pledged and non-pledged contributions and reconcile against deposits
  - Enter and maintain donor records in Church Windows
  - Monitor pledge fulfillment and inform Treasurer of significant delinquencies
  - Prepare and distribute annual giving statements to parishioners
  - Provide pledge and contribution reports to support stewardship campaigns
- Reporting
- Prepare monthly financial reports: income statement, balance sheet, fund activity
  - Provide regular updates for the Treasurer, Rector, Investment Committee and Budget and Finance Committee
  - Support preparation of the annual budget and serve as the point of contact for the annual audit or review

#### Other Duties

- Maintain organized digital financial records and documentation
- Support the development of written financial policies and internal controls
- Assist with software transition if new accounting platform is selected
- Offer insight into best practices in church financial management

#### Qualifications

- Experience with nonprofit and/or church bookkeeping
- Familiarity with fund accounting and donor tracking
- Strong attention to detail, confidentiality, and communication
- Knowledge of the Episcopal Church's Manual of Business Methods in Church Affairs is helpful but not required
- Ability to work on-site occasionally is preferred but not required

#### To Apply

- Please email Diane Brown @ [icemountain90@gmail.com](mailto:icemountain90@gmail.com) - and include:
- A brief email of interest
- Summary of relevant experience and/or resume
- Proposed hourly rate or flat fee