



## Staff Position Description

Title: Bookkeeper/Payroll Clerk  
Reports to: Director of Finance  
Classification: Nonexempt (hourly)  
Status: Part time (approx. 8-12 hours per week)

### A. About the Episcopal Diocese of Michigan

The Episcopal Diocese of Michigan is a not-for-profit, religious organization that is comprised of 75 congregations and several affiliated agencies in southeast and south central Michigan. The Diocese of Michigan is part of The Episcopal Church and the wider Anglican Communion. The headquarter office is located in Midtown Detroit. We are an equal opportunity employer.

### B. Purpose of Position

To ensure that payroll of all diocesan client congregations is accurately and timely processed, taxes paid and properly filed, and associated journal entries balanced and posted. Additionally, to support the Finance Department staff in providing the bookkeeping, accounting, and record-keeping needs of the Episcopal Diocese of Michigan.

### C. Duties and Responsibilities

- Setup new employees in payroll system, process terminations, and compute employee earnings and deductions.
- Submit payroll twice a month for headquarter office staff as well as the payrolls of approximately 50 separate congregations and agencies of the Diocese of Michigan.
- Prepare payroll billing statements and reports for distribution to client congregations and agencies.
- Communicate regularly with client congregations and agencies and respond to employee inquiries.
- Prepare and batch checks and cash for weekly deposit to various bank accounts.
- Generate monthly loan receivable billing statements and maintain accurate loan receivable balances.
- Cover duties of other finance department staff during vacation leave.
- Other accounting and administrative duties as assigned

### D. Experience/Requirements

- Bachelor's degree or equivalent work experience
- Several years' experience with payroll processing and general bookkeeping, preferably in a not-for-profit organization
- Good computer skills, especially Excel and Word
- Ability to work a flexible workweek to accommodate a shifting payroll schedule
- Must be able to maintain confidentiality of sensitive records

### E. Preferred Experience/Skills

- Familiarity with the Episcopal Church tradition
- An understanding of clergy compensation and taxes
- Knowledge of ADP software

To apply, please send cover letter and resume to [finance@edomi.org](mailto:finance@edomi.org)