

JOB DESCRIPTION

Position Title: Bookkeeper
Supervisor's Title: Pastor

Status: Non-Exempt
Approval Date: _____

Job Summary:

The bookkeeper assures development and maintenance of financial bookkeeping system for the parish. Specifically, the bookkeeper is responsible for computing, classifying and recording financial transactions that are accurate and in compliance with diocesan guidelines. Specific responsibilities include processing payroll, accounts payable, petty cash, contributions, monthly reports, and assisting with budgeting process for the parish.

Knowledge, Skills, & Abilities:

K: Knowledge

1. Associate's degree in Accounting or its equivalent required.
2. Two years' previous bookkeeping experience required.
3. Knowledge of non-profit fund accounting.
4. Working knowledge in Microsoft Office products.
5. Working knowledge of Ministry Brands ParishSoft Software or willingness to be trained.

S: Skills

1. Professional working attitude and collaborative approach.
2. Strong verbal communications skills.

A: Abilities

1. Attention to detail.
2. Ability to multitask, prioritize, and organize.
3. Ability to maintain confidentiality.
4. Active participant in the work of the Catholic Church, preferred.

Duties and Responsibilities - Major Position Responsibilities and Regular Activities

Bookkeeping:

- Operates computer accounting software to record, store and analyze.
- Maintains an accurate filing, payment schedule, recordkeeping, and reporting system for financial matters.
 - Obtains and records pledges made during the annual stewardship drive.
 - Enter weekly cash deposits and make related journal entries after the counters have provided cash amounts.
 - Process and prepare accounts payable checks for signatures and mailing.
 - Maintenance of all banking accounts and investments.
- Ensures accuracy by verifying entries, mathematical accuracy and respective chart of account.
- Obtains proper authorization for expenditures in all operating accounts.
- Custodian of petty cash with pre-numbered vouchers for each disbursement.
- Ensure internal controls are consistent with diocesan policies.

Payroll:

- Processes payroll accurately and on time.
- Assures all appropriate taxes are withheld, quarterly government reports are prepared and submitted in a timely manner.
- Ensure that each employee file has the required documents.
- Prepares end of year W-2/W-2G/W-3 forms, 1096 and 1099 forms.
- Stay abreast of changes to diocesan benefits, employee handbook, and other related policies. Communicate updates to staff.

Reporting and Budget:

- Enter weekly contributions in respective accounts, for example, respective parishioner, special funds, restricted, etc.
- Provides statements on a regular basis and when requested by parishioners.
- Prepares monthly, quarterly, and year-end financial reports for Pastor, meetings and diocese.
- Enters approved budgetary figures.
- Prepare for and cooperate in parish reviews of financial records.
- Assists with the stewardship needs of the parish.

Other:

- Participate in the parish goals and objectives as they relate to stewardship of the parish’s financial resources.
- Submits requests for and retains records of licensed raffles.
- Coordinates volunteers for money counting and record keeping. This may include recruiting, screening, training, supporting and overseeing the work of volunteers for these tasks.
- Maintains orderly files and a clean, organized office space.
- Attends diocesan sponsored respective training/workshops.
- Attend Finance Council meetings.
- Other duties as assigned.

ADA Physical Requirements:

- The employee is regularly required to sit, stand, walk, talk and hear.
- The employee is frequently required to sit for extended periods; use hands; reach with hands and arms.
- Close vision is required for paperwork and computer.
- Able to utilize computer keyboard, monitor, and telephone.
- This role functions in an office environment and uses standard office equipment.
- Ability to lift 20 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature: _____

Date: _____