

BOOKKEEPER

The Bookkeeper is responsible for assisting the Pastor with financial and employee-related support services including account payable, payroll processing, and deposits, as well as maintaining parishioners' contribution records and providing general office support.

REPORTS TO: Pastor

FLSA STATUS: Non-Exempt

RESPONSIBILITIES INCLUDE:

A. Bookkeeping

1. Account payable: calculate and maintain accurate balances with bank accounts; examine invoices for accuracy, prepare and mail payment checks.
2. Bank deposits and reconciliations: pick up and check bank's statements, deposit slips, and weekly collection worksheets for accuracy.
3. Payroll preparation, direct deposit, and tax payments.
4. Setup and maintain accounting records and files, including general ledger/journal entries using diocesan accounting software and Excel.
5. Provide necessary fiscal reports and attend Finance Council meetings as needed.
6. Assist the Pastor with the annual budget planning process.

B. Parishioners' Contribution Records

1. Maintain parishioners' contribution records using Servant Keeper or a similar software.
2. Provide weekly or monthly reports as needed.
3. Print and mail parishioner's contribution statements as needed.

C. Office Supports

1. Provide labels, lists, and reports as requested by the Pastor, especially in preparing the monthly and annual financial, budgetary reports.
2. Communicate and coordinate with Sunday's collection counters.
3. Maintaining and assisting the Pastor with employee records (e.g. vacation, medical/personal leave, etc.), payroll services, benefits-related matters (e.g. retirement, insurance, pension, etc.).
4. Provide assistance with mailings and other areas as needed by the Pastor.

POSITION SPECIFICATIONS/REQUIREMENTS:

1. Knowledge of basic accounting principles.
2. Ability to use various computer software programs (Microsoft Office products) and learn custom church-related software/services for accounting, payroll, and benefits.
3. Ability to meet deadlines and maintain confidentiality.
4. Must have a high school diploma or equivalent and previous bookkeeping experience.

WORKING ENVIRONMENT:

Part-time (typically 20 hours per week) office hours in a casual parish office environment.