

# DIOCESE OF SIOUX CITY

## POSITION DESCRIPTION

**JOB TITLE:** Bookkeeper

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Pastor/Principal

**HRS/WK:**

**DATE REVISED:** January 25, 2024

### PRIMARY PURPOSE:

1. Responsible for completing all financial transactions for the school/parish in a timely and efficient manner. Ensure that the internal control norms of the Diocese are being followed.

### ESSENTIAL FUNCTIONS:

2. Responsible for daily financial receipts and preparing deposits on all cash and non-cash items received. Reconcile donations in contribution software with general ledger. Prepare end of year contribution statements for donors.
3. Review and process all invoices for payment. Verify for accuracy against purchase orders and totals. Responsible for issuance of checks. File all paid invoices and expense vouchers in separate vendor files.
4. Prepare monthly reconciliations for all banking and investment accounts.
5. Prepare monthly financial statements for finance council and/or school board on the accrual basis of accounting. Attend and present these reports to the respective board. Prepare annual financial reports that are required to be submitted to the parish accounting office at the diocese.
6. Prepare annual budget with assistance from pastor or principal.
7. Responsible for the accounting function of fund raising campaigns and annual donation drives. Process and input pledges and payments, balancing daily and in total. Responsible for integrating and reconciling the pledge subsidiary ledger with the general ledger on the accrual basis of accounting. Prepare necessary tax acknowledgement letters and donor reports.
8. Process payroll for all staff. Complete quarterly and annual payroll filings. Remit Federal, State, and 401K withholdings in accordance with established timeframes. Oversight of the benefit plan and employee enrollment. Maintain employee files and recordkeeping of all paid time off requests.
9. Maintain a complete system of record retention in cooperation with Diocesan Archival Guidelines. Review all prior years' retention -- storing, saving and destroying financial data as needed.
10. Responsible for maintaining subsidiary ledger for all fixed assets.
11. Responsible for maintaining the subsidiary ledger for all tuition receivables (for school), including integration and reconciliation with the general ledger on the accrual basis of

accounting. Oversee related accounts receivable aging report, and adherence to tuition collection policies and tuition assistance guidelines.

12. Responsible for compliance and completion of all tax filings, including but not limited to 1099 reporting, sales tax, use tax, and gambling reporting.
13. Assumes other duties as assigned – special projects or assisting in the absence of other employees.

**KNOWLEDGE, SKILLS, EXPERIENCE REQUIRED OR PREFERRED:**

Two year associate degree in accounting or business administration or equivalent work experience in a related field. Familiarity and comprehension of accrual basis accounting is required. Understanding of monthly financial reports, i.e. Statement of Activities and Statement Financial position required. Hands-on computer skills utilizing database and spreadsheet functions required. Experience in the public presentation of information and financial data is preferred. Previous experience with Quickbooks software preferred.

Must be able to handle confidential information appropriately, be well organized with good eye for detail, and be able to perform responsibilities effectively in a busy office environment. Above average math and general accounting skills are a essential. Excellent organizational and communication skills needed, including the ability to deal tactfully and professionally with staff, administrative Boards and the public.

**PHYSICAL AND COGNITIVE REQUIREMENTS:**

Sedentary work - involves sitting most of the time, walking and standing are required occasionally. There are no exposures to adverse environmental conditions. Clerical duties require working at distances close to the eyes; work deals with preparing and analyzing data and figures, use of computer terminals, extensive reading and visual interpretation.

Duties require following written, oral or diagrammatic instructions involving several concrete variables.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required in the position described and may be supplemented or amended as necessary.

I have read and understand these job duties and my supervisor has reviewed these requirements with me.

Reviewed with: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)