



St. Raymond Church

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Job Description: Bookkeeper (Full-Time | 37.5 Hours)

Job Classification: S-5

Category: Non-Exempt | Hourly: \$25.40 – \$34.48

Reports to: Business Manager

OVERVIEW

We are seeking a meticulous and experienced Bookkeeper to join our team at St. Raymond Church. The ideal candidate will be responsible for managing the financial transactions and records of the church, ensuring accuracy, and compliance with relevant regulations, and providing support.

The bookkeeper will report directly to the Business Manager. The Bookkeeper is expected, but is not limited, to manage the following:

RESPONSIBILITIES

- **Financial Record Keeping:** Maintain accurate and up-to-date financial records for all church transactions, including income, expenses, and donations.
- **Accounts Payable and Receivable:** Process invoices, payments, and receipts. Monitor accounts receivable and follow up on outstanding balances. Ensure timely payment of bills and adherence to payment schedules.
- **Donations and Offerings:** Record and track donations and offerings received from parishioners. Provide contribution statements and receipts as needed. Maintain confidentiality and sensitivity in handling financial contributions.
- **Bank Reconciliation:** Reconcile monthly bank statements to ensure accuracy and identify any discrepancies. Address and rectify any discrepancies promptly.
- **Time Management:** Timely and accurately meet various weekly, monthly, quarterly, and annual deliverables.
- **Budget Assistance:** Collaborate with the various departments and ministries to assist in the development and monitoring of the church budget. Provide financial reports and analysis as required.
- **Financial Reporting:** Generate and distribute regular financial reports to church leadership, summarizing the financial position of the church. Prepare reports for financial reviews and bi-annual audits.
- **Compliance:** Ensure compliance with relevant accounting standards, tax regulations, and Diocese policies. Stay informed about changes in regulations that may impact financial practices.
- **Communication:** Communicate effectively with church staff, parishioners, and external stakeholders regarding financial matters. Provide support and information as needed.
- **Software Management:** Utilize accounting and parish software to maintain financial records efficiently. Stay updated on software features and improvements.
- **Additional Support:** Provide additional support as assigned by the Parochial Administrator/Pastor/Business Manager.
- **Confidentiality:** Maintain the confidentiality of financial information and adhere to ethical standards in handling sensitive financial data.



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BENEFITS

Benefits are specified in the chancery personnel policies and include the following:

- Three weeks' vacation per year (to be prorated based on hours)
- Paid Holidays and Sick Leave
- Disability & Life Insurance
- Medical, Dental, and Vision insurance

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or a related field.
- 5+ Years experience in bookkeeping, preferably in a religious or nonprofit organization.
- Knowledge of accounting principles and practices.
- Proficient in using QuickBooks and Microsoft Office suite.
- Outstanding organizational and time management skills.
- Strong interpersonal skills
- Exceptional attention to detail and accuracy.
- Ability to work independently and collaboratively with others.
- Understanding and respect for the mission and values of the Catholic Church.
- Must be able to work occasional nights and weekends as needed

This full-time (37.5 hrs/week) position with health benefits. Salary is based upon the Diocesan Scale, qualifications, and experience.

To apply, please submit your resume and a cover letter detailing your relevant experience and your connection to the Catholic faith to Victor Martinez at vmartinez@srcdublin.org. Application deadline: Friday, February 23, 2024.