

JOB DESCRIPTION

JOB TITLE: Part Time Accounting Clerk
Payroll, Accounts Receivable, Payable & Bank Reconciliation

Exempt: No

Supervisor: Pastor

Employee Name:

SUMMARY:

The Accounting Clerk provides financial and administrative support to the Parish by gathering, organizing, and batching financial data for an external accounting firm that handles receivables, payables, and bank reconciliations. This role ensures accurate records, compliance with diocesan procedures, timely reporting to the Pastor and Finance Committee, and strict confidentiality of all financial information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Payroll Processing

- Collect, review, and summarize timesheets for all employees.
- Prepare payroll summaries, including priest stipends.
- Submit payroll data to the Diocesan Payroll Office, confirm receipt.

Accounts Receivable

- Record and deposit all collections, online giving, tuition, and incoming checks, ensuring correct General Ledger (GL) coding.
- Maintain logs for all deposits and scan related documentation weekly to the shared drive.

Accounts Payable

- Collect and verify invoices and reimbursement requests for the Parish, Academy, and Cemetery, ensuring correct GL coding.
- Batch and scan payables weekly; coordinate check preparation and Pastor signatures before mailing payments.

Bank Reconciliation

- Receive statements from Pastor.
- Scan and organize statements by bank to the accounting service.

Filing and Record Retention

- Maintain organized electronic and physical files for all financial transactions.
- Transfer fiscal-year files to storage annually and ensure compliance with record retention policies.

Reception backup

Other duties as assigned.

QUALIFICATIONS:

- High school diploma required; some accounting or finance coursework preferred.
- 1–3 years of accounting, bookkeeping, or payroll experience.
- Working knowledge of payroll, A/P, A/R, and reconciliation processes.
- Proficient in Excel, Outlook, and document management tools.
- Strong organization, attention to detail, flexibility, and discretion with confidential information.

Approved: _____
Employee Date

Supervisor Date