

Part-Time Parish Bookkeeper

Christ the Redeemer Catholic Parish

SUMMARY

Assists in administering the parish's bookkeeping activities, ensuring the accuracy of financial records, and the timely processing, submission, and payment of invoices and expenses in accordance with policies and practices as well as applicable laws and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed.

- Works with the Parish Business Manager to administer the parish's accounting and bookkeeping activities, including the processing of invoices for payment, and inputting and maintaining data and information into the accounting system regarding accounts payable to ensure records are accurate and up-to-date.
- Proficient in the complete accounting process including journal entries, Accounts Payable, and posting revenue.
- Provide support for accounts payable and receivable functions.
- Researches discrepancies regarding the accuracy of invoice amounts for the purpose of ensuring accuracy and communicating with vendors or others as needed to reconcile and issues.
- Manage vendor/supplier payments and ensure appropriate timing of payments.
- Assist with the monthly close process by preparing and reviewing journal entries, account reconciliations, and variance analysis as needed.
- Develops reporting procedures and internal controls for timely and accurate completion of reporting and record-keeping requirements.
- Assists in the preparation of the budget.
- Recommends policies, procedures and/or actions for the purpose of improving efficiency and providing direction for meeting the parish's accounting objectives.
- Composes correspondence as needed for the purpose of documenting activities, providing written reference and/or conveying information regarding accounts payable issues, balances, etc.
- Maintains accounting records for accurate and up-to-date filing and recordkeeping.
- Assists in banking and other financial transaction activities as required.
- Ensures the reliability of key operating data through period audits and corrective action.
- Reconciles cash accounts and general ledger expense accounts as directed.

EDUCATION AND EXPERIENCE

- Associate's Degree in Accounting or related field, with course work in business, math, accounting, bookkeeping and recordkeeping.
- Successful bookkeeping or accounting experience, generally a minimum of four years.

SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Requires analytical ability necessary to handle accounting and finance work.
- Must have the ability to develop and maintain positive relationships with employees at all levels.
- Ability to face situations firmly, courteously, tactfully, and with respect for the rights of others.
- Requires a level of computer expertise in Office management software products.
- Must be flexible in a time-critical environment with the ability to work independently.

- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Perform work at a high level of accuracy and attention to detail.
- Strong interpersonal, written, and oral communication skills, including ability to produce clear, concise reports and recommendations and make presentations to varied groups.
- Ability to exercise considerable independence and judgment with a high level of confidentiality.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made per the ADA and/or the ADAAA. While performing the duties of this job, the employee is frequently required to sit and talk and hear. This employee is occasionally required to stand, walk, use hands to fingers, handle, or feel, reach with hand and arms. The employee is occasionally required to stand and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT - General Office Environment

REPORTS TO: Business Manager

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