



Bookkeeper

JOB DESCRIPTION

ACCOUNTABILITY: Reports to the Business Manager

HOURS: Part Time (16 Hours) Non-Exempt

GENERAL SUMMARY: This position assists with the ministry of the parish by performing all bookkeeping duties to ensure proper maintenance of accounting records, processing of receivables, payables.. The position also prepares routine and special accounting reports. The incumbent directs these efforts with technical expertise within a framework of shared ministry and Catholic values.

PRIMARY DUTIES AND RESPONSIBILITIES

General Duties

- ❖ Accounts Payable: Enter and confirm invoices for accuracy; prepare checks for signature.
- ❖ Accounts Receivable: Enter deposits into ParishSoft Accounting, Enter donations into donor database - ParishSoft Family Suite.
- ❖ Collect and maintain Parish/staff credit card receipts and transactions. Enter transactions into ParishSoft.
- ❖ Prepare regular financial reports for use by Parish Ministry Groups

Specific Tasks

- ❖ Assist the Business Manager with the Monday count of the Sunday collection by volunteers. Ensuring the following of proper procedures.
- ❖ Researches various means to increase parish efficiency in spending.
- ❖ Assists Business Manager in preparing the annual report and various budgets.
- ❖ Handle sensitive information confidentially.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

BOOKKEEPER

Job Description
September 2024

KNOWLEDGE, SKILLS, AND ABILITIES

<u>Education:</u>	Associates degree or equivalent with significant coursework in accounting.
<u>Experience:</u>	Minimum of three years of experience with standard accounting practices, office procedures, and business etiquette. Must be fluent in Microsoft Excel and Word. Familiarity with ParishSoft accounting software preferred.
<u>Require:</u>	Must be able to maintain confidentiality.
<u>Schedule</u>	Employee is expected to work onsite on Monday with flexible onsite standard schedule the remaining days of the week.