|  |  |
| --- | --- |
| **Accountability:** | Reports to Pastor or Delegate |
| **Supervisory Responsibility:** | None |
| **FLSA Status:** | Non-Exempt (eligible for overtime) |
| **Hours:** | Full-time or Part-time |
| **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, and payroll. 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. |

**Principal Duties and Responsibilities**

A. General Bookkeeping Duties

1. Checks invoices for accuracy; prepares checks for signature.
2. Processes payroll and all required withholding taxes and reports.
3. Calculates and maintains accurate balances in bank accounts.
4. Pays all debts on time, without incurring late fees.
5. Maintains accounting ledger using double entry bookkeeping for receipts and disbursements.
6. Uses an accrual accounting system.
7. Implements electronic funds transfers.
8. Develops and maintains all accounting records and files.
9. Gathers data and prepares regular financial reports for use by the parish and diocese.
10. Prepares a variety of routine accounting correspondence, schedules, forms, and list.
11. Prepares bank deposits.
12. Supervise staff use of paid and unpaid time off.
13. Stay abreast of changes to diocesan benefits, employee handbook, and other related policies. Communicate updates to staff.
14. Maintain open lines of communication with other members of parish staff and committees.

B. Specific Tasks to Support the Pastor or Delegate

1. Keeps track of budgets for each department. Alerts department supervisors and pastor when spending is close to exceeding the budget.
2. Negotiates contracts with outside vendors.
3. Oversees the volunteers who count the Sunday collection. Ensures they follow proper audit procedures.
4. Assists personnel in filing for benefits (insurance and retirement). Directs staff to the appropriate support when they have questions.
5. Researches various means to increase parish efficiency in spending.
6. Prepares or assists in preparing the annual report and various budgets.
7. Handles sensitive information confidentially.

**Knowledge, Skills, and Abilities**

|  |  |
| --- | --- |
| Education: | Associates degree or equivalent with significant coursework in accounting. |
| Experience: | 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 accounting software preferred. |
| Require: | Must be a practicing Catholic, active in a parish. Must be able to maintain confidentiality. Some weekend work may be required. |
| Physical Demands: | While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending while filing. Employee is expected to work onsite, Monday through Friday, with minimal travel. |

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.