**JOB DESCRIPTION**

**JOB TITLE:** Parish Bookkeeper

**JOB CLASSIFICATION:** Non-Exempt (hourly)

**DEPARTMENT:** Business Office

**REPORTS TO:** Pastor; Director of Pastoral Services

**Normal Work Days/Hours** (8-10 hours per week – with some flexibility)

Wednesday – Thursday: 8:00 AM – 12:00 Noon

**General Description of Duties:**

Responsible for bookkeeping of the Parish financial transactions and operations including the accounts payable function, payroll function, bank reconciliations, and periodic financial reports. Attention to detail and accuracy a must. Ability to interface with other staff, parishioners, and vendors in a friendly and responsive manner.

**Primary Duties and Responsibilities:**

* Record weekly collections and other cash receipts in QuickBooks and PDS
* Process payments to vendors and others including obtaining proper support and authorization, maintain vendor files
* Prepare payroll; update payroll system; maintain employee files with related payroll and benefits documentation
* Prepare periodic financial reports (monthly, quarterly, and annually) and provide timely responses to financial inquiries for the Pastor and Parish Finance Committee
* Balance and reconcile all financial and bank accounts on a monthly basis
* Maintain accounting records; ensure existence of verifiable audit trail for all financial transactions
* Maintain required property and other insurance records
* Attend Parish Finance Committee meetings when requested
* Assist in the preparation of annual budget and monitors budget to actual performance
* Perform other duties as assigned

**Qualifications:**

* Proficient with QuickBooks; PDS, Archdiocesan Parish Data System; Archdiocesan reporting systems; Microsoft Windows; Microsoft Word; and Microsoft Excel
* Safe Environment Background checks required
* Bachelor’s degree in accounting or related experience desirable
* Ability to lift 20 pounds