



Parish Bookkeeper

Position Description:

I. IDENTIFYING INFORMATION

Status ___ Full-time ___ Part-time
 ___ 10 month ___ 12 month
 ___ Exempt X Non-Exempt ___ Volunteer

Reports to: BUSINESS MANAGER OR PASTOR

II. PRIMARY FUNCTION OF THIS POSITION

The bookkeeper provides day-to-day fiscal and operational services, computer input/output services.

III. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

A. Performs the following in accordance with Diocesan policies:

1. Provides bookkeeping and payroll services to the parish.
2. Prepares payroll, associated taxes and reports.
3. Provides computer input/output services for accounting and census.
4. Prepares bank deposits and records receipts.
5. Prepares vouchers including coding and payment of outstanding invoices.
6. Reconciles parish and cemetery books.
7. Prepares financial statements as requested.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

V. SKILLS, KNOWLEDGE AND /OR ABILITIES (SKAs):

1. Must have bookkeeping skills.
2. Must have computer skills.
3. Must have organizational skills.
4. Must have ability to meet deadlines.
5. Must have ability to maintain confidentiality.
6. Must have ability to perform outlined tasks.

VI. EDUCATION, TRAINING AND /OR EXPERIENCE:

1. Knowledge of and skill in using personal computers.
2. Three to five (3-5) years experience in bookkeeping.
3. Previous training or applicable experience.

VII. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

In the absence of a business manager is accountable for Parish funds and must meet deadlines for payroll taxes etc, to avoid significant financial penalties.

VII. PHYSICAL DEMANDS/ WORK ENVIRONMENT

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk and hear and occasionally required to climb stairs; balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities usually required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is not exposed to weather conditions.

IX. WORKING SITUATIONS:

Requires some variable hours and on call response after regular business hours to meet the needs of the parish. Requires some weekend, holiday and evening work for events or the ability to arrange coverage. These times include but are not limited to Christmas season, Holy Week/Easter, fundraisers, after mass functions, etc. Local travel for business purposes and occasional overnight travel for parish training, etc., etc. may also be required.

Employee's Acknowledgment and Acceptance:

This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. In these times of great change, ministry takes many forms and goes many directions. All positions at the parish must be prepared to shift focus as the needs of the parish and ministry change.

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract, that the employee is an employee-at-will, that this job description is not intended to create any guarantee of employment for any particular length of time.

Employee's Signature

Date