

Title: **BOOKKEEPER**
Position: Part-time
Revised: February 27, 2020

Brief Job Description

The Bookkeeper position involves posting and paying bills, use of general ledger and ability to keep accurate balance, with a proficiency in utilizing accounting software. The work is conducted using independent judgment, discretion and confidentiality.

Personal Qualifications

- A Christian of good reputation.
- Trustworthy of confidence and monies.
- Organizational and bookkeeping skills.
- A combination of education and experience equivalent to formal training in office practices/procedures to work efficiently in a bookkeeping capacity without constant supervision.

Job Skills

- Bookkeeping Management. The financial records should be maintained in an accurate and timely manner. Ability to organize records. Provide a process for staff to insure that proper paper work is available for accurate record keeping.
- Ability to handle confidential material with tact and discretion.
- Computer work. Have command over the financial software programs utilized by the parish.
- Record keeping and filing. Identify, record, and report all transactions of the parish and maintain a uniform system of accounting.
- Safeguard to the highest degree possible the temporal goods of the parish including all funds raised through the various parish activities and any related organizations.
- Enable the completion of required reports (e.g., Parish Annual Report, Parish Budget Report, interim monthly or quarterly parish financial reports) in a timely manner.

Work Schedule

Up to 10 hours on a weekly basis.

Accountability

The Bookkeeper serves under the Pastor's direction, but reports to the Parish Administrator.

Responsibilities

- Competent use of the accounting software: post and pays bills on a weekly basis; post weekly deposits; schedule and post monthly EFTs.
- Serves as resource, vendor liaison, and support person to the staff. Works with Parish Administrator and the Accountant in the management of the annual budget.
- Responsible for arranging and storing parish bookkeeping files.
- Operates a variety of office equipment, including computer, calculator, copy machine, and shredder.
- Keeps track of the amount due Resurrection Priests and any visiting Priests.

Compensation

As agreed upon with the Pastor and Parish Administrator, with the approval of the financial advisors/committee of the parish.