

Catholic Parishes in Partnership is a cooperation of parishes.

This position is responsible for the following parishes:

St. John the Baptist in Petersburg, St. Bonaventure in Raeville, St. Boniface in Elgin, and Annunciation Parish consisting of St. Peter de Alcántara in Ewing, St. John the Baptist in Deloit, St. Theresa of Avila in Clearwater, St. Francis of Assisi in Neligh and Our Lady of Mount Carmel in Tilden

## **Position Description**

**POSITION TITLE:** Parish Bookkeeper

**DEPARTMENT:** Finance

**REPORTS TO:** Office Manager

**EFFECTIVE DATE:** Immediately

**CLASSIFICATION:** Regular, Part-Time with potential for Full-Time

**HOURS PER WEEK:** 25 hours Part-Time, with potential for 40 hours Full-Time

**POSITION SUMMARY:** Oversee the parish's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll and daily financial entries and reconciliations. Perform daily accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments.

## **ESSENTIAL FUNCTIONS**

- Conducts monthly reconciliation of all financial accounts
- Maintain and balance the general ledger in an accurate, complete, and up-to-date manner.
- Perform all activities related to the accounts payable function including reviewing, coding, and processing payments of invoices.
- Perform account receivable functions including invoicing, deposits, collections, and revenue recognition.
- Prepare financial reports through collection, analysis, and summarization of data.
- Interpret and apply accounting policies, rules, and regulations to all work to ensure compliance with applicable standards.
- Participate in collection processing as scheduled as a member of the Stewardship Team.
- Attend regular staff meetings.
- Attend to other duties as assigned.

## **KNOWLEDTE, SKILLS, AND ABILITIES**

- Proficient skills in QuickBooks and Microsoft Excel
- Thorough knowledge and understanding of GAAP.
- Strong verbal and written communication skills.
- Experience with accounts payable, accounts receivable, payroll, and general ledger.
- High degree of accuracy and attention to detail.
- Self-starter

## **EDUCATION AND EXPERIENCE**

- Background in and/or knowledge of the Catholic Church with a demonstrated commitment to the mission and teaching of the Church.
- Minimum two years of relevant bookkeeping experience or a bachelor's degree in accounting required.

Job Type: Part-Time with the potential for Full-Time

Pay: Flexible based on experience

Expected hours per week: 25 Part-Time, with potential for 40 hours Full-Time

Benefits:

- 403 (b)
- 403 (b) matching
- Paid time off

Physical Setting:

- Office

Schedule:

- Monday-Friday
- No major holidays
- No weekends

Work Location: In person, main parish office in Petersburg