



Parish consisting of the following church campuses:
St. Bonaventure in Raeville, St. Boniface in Elgin, St. John the Baptist in Petersburg

Position Description

POSITION TITLE: Parish Bookkeeper
DEPARTMENT: Finance
REPORTS TO: Business Manager
EFFECTIVE DATE: July 1, 2024
CLASSIFICATION: Regular, Part-Time, Non-Exempt
HOURS PER WEEK: 25 Hours

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

- Conduct 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.
- Retrieve mail from the applicable PO Boxes of each parish church campus.
- Attend regular staff meetings.
- Attend to other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

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

EDUCATION AND EXPERIENCE

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

WORKING CONDITIONS: PHYSICAL REQUIREMENTS

	N/A	Less than 10%	% to 49%	Greater than 50%	WORK ENVIRONMENT	N/A	Less than 10%	% to 49%	Greater than 50%
Stand		X			Weight Demands				
Walk		X			Up to 10 pounds			X	
Sit				X	Up to 20 pounds			X	
Talk or hear			X		Up to 40 pounds		X		
Climb or balance	X				Up to 100 pounds	X			
Stoop, kneel, crouch or crawl	X				More than 100 pounds				
Reach with hands and arms		X							
Lifting/Pulling/Pushing		X							
Visual: looking at computer screen				X					

TRAVEL REQUIREMENTS

- Travel between Parish locations on an as needed basis.
- Travel to retrieve mail from the applicable PO Boxes of each parish church campus.

SIGNATURES

The above statements are intended to describe the general nature and level of work required of this position and are not meant to be an exhaustive list of all responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

EMPLOYEE: _____ **DATE:** _____

SUPERVISOR: _____ **DATE:** _____