

POSITION DESCRIPTION

Parish Bookkeeper

Position Purpose

Performs a variety of general bookkeeping, record keeping, and accounting functions for the parish. Computes, classifies, and records numerical data to maintain accurate and complete financial records.

Essential Duties

- Keeps accurate records and receipts for funds allotted to the parish to purchase of supplies, equipment, etc.
- Maintains a complete bookkeeping system for the parish and all activities and events
- Keeps separate records for funds allocated to each parish and records purchases made against each account
- Writes checks to pay bills
- Picks up and sorts mail
- Makes orders for parishes
- Works closely with staff on many tasks
- Manage Hall Rental and interfaces with patrons in that regard
- Checks and reviews a variety of data for accuracy, completeness,
- Creates and mails yearly financial reports to donors
- Collects and prepares expense data at month's end for records and reports and reconciles monthly bank statements
- Maintains records and generates appropriate reports for pastor and Finance Council including creating and presenting an end-of-the-year financial report
- Schedules, maintains minutes and agendas, and acts as communication liaison for Parish Finance Council
- Utilizes word processing equipment to prepare general correspondences, memorandums, reports, purchase orders, and other materials from rough draft, copy, marginal notes, or verbal instruction
- Operates standard office equipment to include, word-processing, and data processing equipment, copiers, laminators, etc.
- Uses parish-based data base and bookkeeping software
- Maintains and respects confidentiality of and parishioner office-related information
- Performs related tasks in support of parish mission

Required Qualifications

High School diploma or GED

One year of bookkeeping experience

General knowledge of bookkeeping practices, procedures, equipment,

Accuracy and attention to detail

Ability to establish and maintain effective working relationships and timely, effective communication with coworkers, parishioners, and members of the greater community.

Desired Qualifications

AA degree I Accounting

Experience in a non-profit religious setting

Physical Demands:

Sedentary work

Stooping, kneeling, crouching, reaching, pulling,

Lifting up to approximately 20 pounds,

Grasping, and repetitive motions;

Reports to

Reports directly to the Pastor and works independently

2.4.19