

**JOB TITLE:** Parish Bookkeeper

**REPORTS TO:** Business Administrator

**STATUS:** Non-contract (at-will employee)

**WORK SCHEDULE:** Up to 19 Hours per week

**POSITION SUMMARY:** The parish bookkeeper works in the financial areas of the parish by performing various accounting and report functions. The Bookkeeper is involved in all aspects of the day-to-day accounting functions (A/R, A/P and general ledger) of the organization; and will be actively involved in the month end closing process.

### **GENERAL DUTIES**

- Support the mission of St. John the Baptist Parish.
- Effective use of time and budgeted resources. Significant financial loss can occur if proper accounting procedures are not followed.
- Work is performed under the direct supervision of the Priest and Business Administrator.
- Position requires the ability to work independently, to accomplish specific tasks assigned and to meet various deadlines.
- Decisions are routine in nature with individual judgments occurring during troubleshooting.
- Recommends procedural improvements for performing duties in the most efficient and effective manner.
- Must always maintain confidentiality.
- Perform related work as required

### **KEY DUTIES AND RESPONSIBILITIES**

- Bookkeeping areas:
  - Enter deposits into proper accounts in the bookkeeping system.
  - Process and prepare checks for accounts payable.
  - May process payroll, including withholding requirements and reports.
  - Create appropriate reports as requested by professional staff or the Finance Council.
  - Administer/monitor special fund raising, including Bishop's Appeal, SCRIP, special collections, or other club/organization activity.
  - Year-end statements.
  - Fiscal Year end reports.
  - Responsible for transferring all online transactions to correct accounts.
- Banking areas
  - With proper separation of duties taken into account, involved in depositing parish funds or reconciling deposit slips to Weekly Collection form prepared by volunteer money counters.
- Budget areas:
  - Enter approved budgetary figures for each account.
  - Communicate budget overruns to appropriate persons.
  - Create reports on budgeting as needed for professional staff or Finance Council

**Knowledge, Skills & Abilities:**

**Knowledge**

- High school diploma or equivalent; associate degree preferred.
- Experience with or knowledge of QuickBooks online.
- Previous bookkeeping experience.
- Bookkeeping classes from accredited education facilities.

**Skills**

- Excellent attention to detail.
- Excellent written and verbal communication skills
- Strong organizational skills.
- MS Office, with strong Excel skills.

**Abilities**

- Ability to multi-task.
- Able to work well in a team environment.
- Keeps sensitive information confidential.
- Ability to work independently.

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Signed

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Date

(September 2024)