

PARISH: POSITION TITLE: *Parish Bookkeeper*

I. POSITION PURPOSE

Provide bookkeeping services for the parish, in accordance with Archdiocesan administration and finance policies and procedures. Collaborate with parish staff in consistently articulating the mission of St. Joseph Parish, "Love God, Love Our Neighbor, Make Disciples".

II. MAJOR DUTIES AND RESPONSIBILITIES

A. Maintains accounts payable and receivable ledgers, and prepares and submits a financial statement to the PA for Administration for review and presentation to the pastor and finance council.

B. Maintains all parish banking accounts, processes check requests, and verifies authorization for expenditures in all program and operating accounts.

C. Reconciles bank statements on a monthly basis.

D. Prepares monthly staff payroll and maintains the UltiPro payroll system. Assures all leave balances are tracked appropriately and are accurate.

E. Accounts for all parish collections on a weekly basis.

F. Assists the PA for Administration in administering the Human Resources functions of the parish i.e. new hires, benefit plan administration and other functions as assigned.

H. Provide assistance to pastoral and school leaders and others as directed in the preparation of the annual parish budget. Provides financial information including current budget allocations, year-to-date balances and anticipated financial needs for the future. Compiles the annual operating budget from various information sources.

I. Serves on the parish/school tuition committee to project anticipated needs and tuition increase recommendations.

J. Provides bookkeeping services and advice for those who direct the various fund raising efforts for the parish, including Stewardship of Treasure, Capital Campaigns and special collections.

K. Maintains a level of knowledge and skills required for the bookkeeping profession. This may be accomplished by participating in Archdiocesan sponsored training, attendance at workshops and classes, reading appropriate materials and/or membership in local professional organizations.