

JOB DESCRIPTION

Position Title: Parish Bookkeeper	Status:
Department:	Rank:
Supervisor's Title: Pastor or Business Manager	Approval Date:
Revised:	Compensation Review:

Job 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.

Actions required to be consistent with Culture and Values:

- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

Knowledge, Skills, & Abilities:

Knowledge

- High school diploma or equivalent; Associate degree preferred (?)
- Previous bookkeeping experience
- Bookkeeping classes from accredited education facilities

Skills & Abilities

- Attention to detail
- Excellent written and verbal communication skills
- Ability to multi-task
- Strong organizational skills.
- MS Office, with strong Excel skills
- Able to work well in a team environment
- Keeps sensitive information confidential

Duties and Responsibilities:

“Embrace the mission and vision of the Catholic Diocese of Green Bay and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church.”

1. Employees are expected to attend retreats, seminars and small group discussions where faith is discussed.
2. 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 report
 - Create appropriate reports as requested by professional staff or finance council
 - Administer/monitor special fund raising, including Bishops’s Appeal, Scrip, special collections, other club/organization activity
3. Banking areas
 - With proper separation of duties taken into account, involved in depositing parish funds or reconciling deposit slips to money counter sheets
4. 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

ADA

Physical/Visual/Mental Demands:

Position requires the ability to verbally converse with other individuals, organize and track large amounts of paperwork, and move and lift objects of ten pounds. Requires moderate amount of time sitting. Requires use of office equipment including telephone, personal computer, calculator, and copy and fax machine.

Typical Working Conditions:

Work is performed in an office environment. Normal work hours would be Monday through Friday between 8:00A.M. and 4:30 P.M. In addition, overtime may be required.

Nature of Supervision Received:

Work is performed under the direct supervision of the Pastor, Parish Director, or Parish Business Administrator/Manager. Position requires the ability to work independently, to accomplish specific tasks assigned and to meet various deadlines.

Judgment Exercised/Decisions Made:

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 maintain confidentiality at all times.

Financial Responsibility:

Responsible for effective use of time and budgeted resources. Significant financial loss can occur if proper accounting procedures are not followed.

Supervision Exercised/Number of Employees Supervised:

None/None

Signature _____ Date _____