



ST. JOSEPH CATHOLIC CHURCH

109 Linden Street
St. Johns, Michigan 48879-1837
Phone (989) 224-8994 • Fax: (989) 224-3475

BOOKKEEPER Position Description

ACCOUNTABILITY: Reports to Business Manager

**SUPERVISORY
RESPONSIBILITY:** None

FLSA STATUS: Non-Exempt (eligible for overtime)

HOURS: Part-time (10-15 hours per week)

GENERAL SUMMARY: This position assists with the ministry of the parish by performing all bookkeeping duties to ensure proper maintenance of accounting records, processing of receivables, payables, and payroll. The position also prepares routine and special accounting reports. The incumbent directs these efforts with technical expertise within a framework of shared ministry and Catholic values.

PRINCIPAL DUTIES AND RESPONSIBILITIES

A. General Bookkeeping Duties

1. Checks invoices for accuracy; prepares checks for signature.
2. Processes payroll and all required withholding taxes and reports.
3. Calculates and maintains accurate balances in bank accounts.
4. Pays all debts on time, without incurring late fees.
5. Maintains accounting ledger using double entry bookkeeping for receipts and disbursements.
6. Uses an accrual accounting system.
7. Implements electronic funds transfers.
8. Develops and maintains all accounting records and files.
9. Maintains online giving records and provides reports to pertinent personnel.
10. Maintains receivable ledgers and performs billing functions when necessary.
11. Gathers data and prepares regular financial reports for use by the parish and diocese.
12. Prepares a variety of routine accounting correspondence, schedules, forms, and list.
13. Prepares bank deposits.
14. Monitors staff use of paid and unpaid time off.
15. Stays abreast of changes to diocesan benefits, employee handbook, and other related policies. Communicate updates to staff.
16. Maintains open lines of communication with other members of parish staff and committees.

B. Specific Tasks to Support the Business Manager

1. Keeps track of budgets for each department. Alerts department supervisors and pastor when spending is close to exceeding the budget.
2. Researches various means to increase parish efficiency in spending.
3. Prepares or assists in preparing the annual report and various budgets.
4. Handles sensitive information confidentially.

KNOWLEDGE, SKILLS, AND ABILITIES

<u>Education:</u>	Associates degree or equivalent with significant coursework in accounting.
<u>Experience:</u>	Minimum of one year of experience with standard accounting practices, office procedures, and business etiquette. Must be fluent in Microsoft Excel and Word. Familiarity with accounting software preferred.
<u>Require:</u>	Must be a practicing Catholic, active in a parish. Must be able to maintain confidentiality. Some weekend work may be required.
<u>Physical Demands:</u>	While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending while filing. Employee is expected to work onsite with minimal travel.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.