

Diocese of Sacramento

JOB DESCRIPTION

PARISH: Radio Santisimo Sacramento **POSITION STATUS:** Fulltime

POSITION: Bookkeeper

SCHEDULE: 9am to 5pm

CATEGORY: Non-Exempt

SUPERVISOR: Direct Report to the General Manager

JOB DESCRIPTION: Under the general direction of the General Manager, the incumbent is responsible for monitoring and reporting the financial status of Radio Santisimo Sacramento. The incumbent will be part of the administrative staff of the radio, responsible for providing day to day bookkeeping services for radio operations in accordance with Generally Accepted Accounting Principles and Diocesan internal control procedures. Knowledge of Quickbooks is desirable.

ESSENTIAL FUNCTIONS:

1. Cash Receipts Cycle
 - Record cash receipts in the general ledger and subsidiary records
 - Perform month-end reconciliation procedures
2. Cash Disbursement Cycle
 - Process vendor invoices
 - Prepare checks for signature by the General Manager
 - Record checks in the general ledger and cash disbursements journal
 - Perform month-end reconciliation procedures
3. Payroll
 - Obtain and gather applicable payroll and employee benefit information for processing
 - Compute wages and withholdings
 - Process payroll through ADP
 - Perform month-end reconciliation procedures
 - Perform payroll procedures every two weeks.
 - Prepare annual payroll information returns (W-2s, 1099s, etc.)
4. General Ledger and Financial Statements
 - Prepare monthly journal entries
 - Reconcile bank accounts and other general ledger accounts
 - Review general ledger activity and post adjusting journal entries
 - Prepare Monthly Reports on the financial status of the radio.
5. Other
 - Record donations as necessary.
 - Assist General Manager with budget, as necessary.
 - Prepare correspondence related to radio accounts
 - Maintain filing system. Establish files for different radio events and maintain a record of profits or losses for each event.
 - Assist in implementation of recommendations outlined in diocesan management reports.

6. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education Equivalent to graduation from college, with specialization in accounting. Or Completion of the equivalent of an accounting curriculum with courses in elementary accounting, intermediate accounting, cost accounting or other accounting-related courses.

Experience as a bookkeeper for a minimum of three years, can be substituted for the coursework in accounting.

Experience: Three years of experience in bookkeeping.

Skills / Knowledge: Proficient in Quickbooks, Microsoft Word and Excel; excellent oral and written communication skills; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance;; practicing Catholic with knowledge and general understanding of the Catholic Church; Excellent interpersonal skills. Able to work in a team-oriented environment and be able to handle multiple assignments and prioritize workload while meeting deadlines.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

Position Description: Under the general direction of the General Manager, the incumbent performs professional accounting work for Radio Santisimo Sacramento (RSS). The incumbent will be responsible for monitoring and reporting the financial status of RSS.

Minimum Qualification: Completion of a prescribed professional accounting curriculum given by a community college, four-year college or correspondence school of accountancy, including courses in elementary and advanced accounting. Experience as a bookkeeper can be substituted for education requirements.

Job Duties:

1. Maintains a system of accounts for financial transactions with the established chart of accounts using Quickbooks.
2. Performs required accounts payable and accounts receivable functions.
3. Maintains subsidiary accounts by verifying, allocating, and posting transactions.
4. Balances subsidiary accounts by reconciling entries.
5. Maintains general ledger by transferring subsidiary account summaries.
6. Balances general ledger by preparing a trial balance; reconciling entries.
7. Maintains historical records by filing documents.
8. Prepares financial reports by collecting, analyzing, and summarizing account information and trends.

Knowledge of:

1. Accounting principles and theories to effectively perform accounting functions.
2. Generally Accepted Accounting Principles (GAAP)
3. Accounting and budgeting processes.
4. Internal control procedures to protect and safeguard RSS' assets and resources.
5. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.

Ability to:

1. Apply accounting principles and theories to accurately perform accounting functions.
2. Use and maintain Quickbooks.
3. Use word processing software (excel, word, ...) to prepare spreadsheets, reports, memos, and other job-related documents and materials.
4. Analyze data and situations accurately in order to determine and implement appropriate course of action.
5. Identify and resolve accounting issues.
6. Reconcile discrepancies in data and financial information pertaining to RSS.
7. Work on multiple tasks simultaneously to ensure timely completion of projects and other work activities.
8. Establish and maintain cooperative working relationships with RSS management and staff, and others.