

Saint Clare Parish Job Description

POSITION: BOOKKEEPER

CATEGORY: Non-Exempt RANGE: 25 hours a week

REPORTS TO: Parish Director

JOB SUMMARY: As a member of the parish administrative staff, the Bookkeeper provides day-to-day fiscal and operational services and computer input/output services in accordance with diocesan recommended internal control procedures. The bookkeeper also supervises volunteers to aid in these duties.

ESSENTIAL FUNCTIONS:

Cash receipts Cycle

- Make deposits via electronic scanner
- Process cash receipts
- Record cash receipts in the general ledger and subsidiary records
- Perform month-end reconciliation procedures

Cash Disbursement Cycle

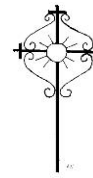
- Process vendor invoices
- Prepare checks for signature by the Pastor, Parochial Vicar, or Deacon
- Record checks in the general ledger and cash disbursements journal
- Perform month-end reconciliation procedures
- Prepare year-end tax statements for parishioners and 1099 for vendors

General Ledger and Financial Statements

- Prepare and document journal entries
- Review general ledger activity and post adjusting journal entries
- Produce the monthly general ledger and financial statements

Database Entry

- Establish and build a volunteer team to help in entering the donations into the Parishsoft program.
- Provide computer input/output services for other parish functions
- Balance Quickbooks and Parishsoft so they match weekly and monthly
- Process, record, and promote electronic giving



Other

- Maintain accurate and complete pledge records and posting of payment in Parishsoft for the Capital Campaign.
- Reconcile accounting and census program inputs and totals
- Assist Pastor, Parish Director, and his advisors as needed
- Prepare correspondence related to parish accounts
- Prepare high volume/bulk mailing of financial statements
- Process weekend collections bags, ticket sales envelopes/ labels as needed.
- Process collection with help of the volunteers counting team.
- Follow diocesan guidelines for count teams and handling of deposits.
- Other duties as assigned

MINIMUM QUALIFICATIONS:

Education, Training and/or Experience: BA degree in accounting or related field.

Skills/Knowledge: Competent bookkeeping, knowledge of Quickbooks, computer, and organizational skills; ability to meet deadlines and prioritizes, maintain confidentiality, and perform all essential functions; professional temperament.

Other: Church and related experience may be substituted based on applicability.

Familiarize oneself with all aspects of Diocesan policies and procedures for finances by studying the Parish Financial Management Handbook available online at the diocesan website, www.diocese-sacramento.org.

Signature

Date

Signature

Date