

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: St. Ignatius Parish School

POSITION: School Bookkeeper

CATEGORY: Exempt

POSITION STATUS: Full Time

SUPERVISOR: Principal

JOB SUMMARY: The school bookkeeper provides day to day fiscal and operational services and computer input/output services in accordance with diocesan recommended internal control procedures. The bookkeeper is accountable to the principal, is expected to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and in the staff and parent handbooks of St. Ignatius Parish School, and adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS:

Cash Receipts Cycle

- Record cash receipts in the general ledger and subsidiary records
- Perform month-end reconciliation procedures
- Set up and manage tuition accounts for all school families
- Prepare monthly Extended Services bills
- Prepare weekly bank deposit

Cash Disbursement Cycle

- Process vendor invoices and other check requests
- Prepare checks for principal's signature
- Record checks in the general ledger and cash disbursements journal
- Perform month-end reconciliation procedures

Payroll

- Obtain and gather applicable payroll and employee benefit information for processing
- Compute wages and withholdings
- Process payroll through ADP
- Perform bi-monthly reconciliation procedures
- Prepare annual payroll information returns (W-2s, 1099s, etc.)

Human Resources

- Maintain Payroll Files for all school personnel
- Manage paperwork for newly hired employees and for staff leaving employment
- Handle disability claims and workers compensation claims as needed
- Serve as local resource on Employee Benefits matters, managing annual Open Enrollment process and handling staff inquiries throughout the year
- Interface with Diocese on human resource and employment-related matters

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
- Produce monthly and annual school financial statements
- Attend monthly Parish Finance Council meetings, as needed

Other

- Provide computer input/output services for other parish functions (e.g. census and donation records)
- Assist principal with budget
- Prepare correspondence related to school accounts
- Coordinate with Parent Club and Athletics
- Assist in implementation of recommendations outlined in diocesan management report

General Responsibilities:

- As part of the educational ministry of the Diocese of Sacramento, when possible, participates in school liturgies
- Exhibits flexibility in the day-to-day school environment
- Communicates professionally and in a timely manner with pastor, principal, colleagues, parents, and students
- Adheres to Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Performs additional duties as requested by the principal
- Participates in ongoing evaluation for accreditation for St. Ignatius Parish School.

MINIMUM QUALIFICATIONS:

Education: College degree preferred

Experience: Three years of experience in bookkeeping

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church preferred
- Confirms knowledge of St. Ignatius Parish School mission
- Displays competence in bookkeeping practices
- Exhibits ability to meet deadlines
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in Microsoft Word, Excel, and computerized software
- Displays proficiency and ability to integrate software
- Establishes rapport, works independently
- Maintains strict confidentiality and professional ethics

Position begins around Aug. 10, 2022

If interested please send your cover letter and resume to Patty Kochis at pkochis@stignatiussacschool.org