

Bookkeeper - Accountant

Christ the King Parish

including associated Cemeteries

Job Description

Title:	Bookkeeper - Accountant	Incumbent:	
Report to:	Pastor	Incumbent Signature:	_____
Work Hours:	Part Time 8-15 hr/wk		
Approved by:	Rev. Johnathan Schmolt	Hire Date:	
		Revision Date:	
Approved by Signature:	_____		

I. OBJECTIVE:

To accurately process, record, and report all financial transactions for the parishes.

II. RESPONSIBILITIES:

Bookkeeping:

- Day to day data entry of financial transactions in accounting software (Quickbooks).
- Accurately record transactions to the appropriate cost centers to track expenses and restricted fund category to track income.
- Accounts Receivable: Records donations, investments, and other income.
- Accounts Payable: Enters all invoices submitted for payment, cut checks, submit payment to Pastor for signature, and prepare for mailing.
- Payroll: Processes payments on a twice a month basis. Maintains all employee financial records.
- Balances all accounts with financial institutions. Submits completed reconciliation to Pastor for signature.
- Generates reports as requested from the Pastor and Finance Council.
- Finance Council: Is the recording secretary for all Finance Council meetings. Provides requested reports and can explain the details of the data in the presented reports.
- Proposes improvements for increasing income or decreasing expenses to the Pastor and Finance Council.
- Prepares for and cooperates with any audit of financial records.
- Prepares an annual budget.
- Completes the year-end financial report for the Diocese of Erie. Provides the diocese with any requested financial information.
- Ensures the parish is in full compliance with the Diocese of Erie Financial Policies along with any parish financial policies and applicable government regulations.
- Ensures financial transparency to the parishioners by reporting weekly collection information and an annual financial report.

Parish Staff:

- Performs all jobs in a time efficient manner, multitasking if possible.
- Performs these duties by following the procedures specified by the Pastor.
- Maintains confidentiality of all parishioner records which includes financial contribution information.
- Complies with all parish policies as listed in the Employee Handbook and applicable Diocese of Erie policies.
- Participates in any staff meeting including meetings organized for staff faith development (retreat).
- Completes any other tasks as instructed by the Pastor to fulfill Section I above.

IV. QUALIFICATIONS:

- Bookkeeping Certificate or equivalent.
- Three years related experience and/or training in accounts receivable, payable, payroll and general ledger and using accounting software.
- Ability to generate and explain the data on a Statement of Financial Position (Balance Sheet) report and Income & Expense report.
- Working understanding of non-profit accounting principles: restricted funds, endowments, and utilizing cost centers.
- Working knowledge of word processing and spreadsheet applications.

V. COMPETENCIES:

- Ability to establish and maintain a positive and professional relationship with a diverse culture of parishioners and co-workers.
- Ability to view one's work as a ministry to those with whom the person has daily contact.
- Honest, trustworthy, and can maintain confidentiality.
- Ability to organize, effectively document, and routinely update information; and the ability to apply procedures to work problems and situations.
- Demonstrate an awareness of job safety at all times.

V. PHYSICAL CAPABILITIES:

- Physically able to perform the duties as defined in Section II above.
- Must be able to move a box of copy paper weighing 20 pounds.