

Little Books of the Diocese of Saginaw, Inc.

POSITION DESCRIPTION

NAME: _____ **DATE:** December 2017
JOB TITLE: Bookkeeper/Accountant
SUPERVISOR: Operations Manager
STATUS: Full Time, Non-Exempt, Hourly

I. GENERAL DESCRIPTION

The bookkeeper/accountant will participate in the mission of *Little Books* which is to **help people pray**. Knowledge of the Roman Catholic Church is required. As a member of the *Little Books* team, the bookkeeper will at all times provide excellent customer service.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Perform accounting and general ledger functions, including but not limited to:
- Maintain accounts payable and vendor records
 - Check accuracy and account coding on vouchers
 - Ensure appropriate documentation and approval are provided for issuance of checks
 - Enter invoice information in system and print checks
 - Obtain signatures on checks and forms
 - Maintain depreciation schedules
 - Track pre-paid expenses
 - Produce monthly and year-end financial statements
 - Maintain inventory records
 - Process payroll
- B. Other responsibilities:
- Shared responsibility for pulling web orders and balancing transfers
 - Prepare deposits and/or process credit card payments
 - Prepare accounts receivable invoices and input customer payments
 - Post invoices
 - Process month-end and year-end reports
 - Participate in marketing
 - Participate in annual planning
 - Other related duties as assigned by supervisor

III. ACCOUNTABILITY AND COLLABORATIVE RELATIONSHIPS

- The bookkeeper/accountant is directly accountable to and evaluated by the Director of Operations
- Work closely with the *Little Books* Editor and staff
- Work closely with the Diocese of Saginaw Finance Office
- Develop and maintain working relationships with major suppliers
- Develop and maintain excellent customer relationships
- Interact with priests, parish representatives, diocesan staff, and the general public

IV. WORKING CONDITIONS

- Regular, reliable attendance is required
- Work is primarily in an office setting
- Required to do extensive computer work
- Required to stand, walk, talk, reach, sit, and use repetitive motion of hands and wrists
- May be required to lift up to 25 pounds

V. SKILLS AND QUALIFICATIONS

- Associates Degree in accounting and/or equivalent experience in general ledger
- Attention to detail
- Accuracy
- Excellent computer skills
- Excellent organizational skills
- Ability to multi-task
- Flexibility – able to respond to unexpected needs as they arise
- Ability to work collaboratively with other staff members
- Ability to maintain confidentiality

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Signature of Employee

Date

Signature of Supervisor

Date

11/14/17