

**St. Jude Thaddeus Parish, Essexville, MI**  
**Job Description**

---

**TITLE:** Bookkeeper **Date:** November 2024  
**SUPERVISOR:** Pastor  
**STATUS:** Full-Time, Hourly, Non-Exempt (Based on 40 hours per week)

---

**GENERAL DESCRIPTION**

Maintain General Ledger, generate financial statements, prepare / produce budget reports, complete bank reconciliations, process payroll and related duties. Oversee areas of cash disbursements and cash receipts, including the automated capture, repair and processing of checks and other transit items. Balancing and processing duties pertinent to a batch transaction environment. The position is expected to use personal judgment in carrying out routine duties and responsibilities of the Business Office. Duties and standards will be performed according to the established policies, procedures, and guidelines.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Financial Statements / General Ledger / Reconciliations
- Accounts Payable / Accounts Receivable / Annual Appeal / Special Collections
- Payroll Processing / Taxes / Reporting / Payroll & Tax Reconciliations
- Human Resources:
  - Administration of Employee Benefits, Records and Files
  - Supervision of Maintenance and Housekeeping Staff
  - Supervision, training, and scheduling of Parish Office Staff
  - Coordination, training, and scheduling of Parish Office Volunteers
- Coordinate Vendor Relationships, Contracts and Documentation
- Assist Pastor with parish projects, security initiatives and proper internal controls
- Perform other business functions as assigned by the Pastor
- Maintain a confidential, professional, welcoming work environment

**ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- Position reports to Pastor
- Maintain professional work relationships with parish staff and volunteers
- Collaboration with Finance Council, attend regular meetings
- Comply with federal, state, and local safety laws
- Adhere to federal and state labor laws and employment practices
- Attend Diocesan workshops and training sessions

**QUALIFICATIONS & SKILLS**

**Education:** High School degree required. Additional education / training preferred.

**Experience:** A minimum of three years prior bookkeeping experience and office management is required. Requires highly developed management and communication skills with a sound understanding of generally accepted accounting principles (GAAP).

**Job Related Skills:** Understanding of accounting software and Microsoft software applications (such as: Microsoft Excel/Word/Outlook/PowerPoint) is required. Must also possess a working knowledge of the internet, computers, and office equipment including, standard keyboard, 10-key calculator, etc. Ability to add, subtract, multiply and divide in

all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret statistics. Ability to use U.S. standards of currency and measurement.

**Interpersonal Skills:** The ability to work with others in a collaborative team environment.

**Language skills:** Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **WORKING CONDITIONS**

- Hours of Work: Typical work schedule is during normal business hours; evening and weekend availability as needed.
- Nature of Work: Work environment is primarily in an office setting where the employee is required to do extensive computer work.
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- Valid Driver's License is required.
- Regular, reliable attendance is required.

### **ADDITIONAL REQUIREMENTS**

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

### **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.

### **SIGNATURES**

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_