

All Saints Parish of Bay City Job Description

TITLE: Parish Bookkeeper

Date:

SUPERVISOR: Pastor

STATUS: Part Time 2, Non-Exempt, Hourly (*up to 19 hours per week*)

GENERAL DESCRIPTION

The Parish Bookkeeper is responsible for maintaining all financial accounts of the parish and providing clerical support for programs and personnel; keeps the Pastor apprised of the status of accounts and provides reports and related information to the Finance and Parish Pastoral Councils. This position is required to interact with parishioners in a professional manner.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform all bookkeeping duties, including but not limited to:
 - Provide accounting expertise to the Pastor and Finance Council
 - Enter all accounts payable invoices and check requests and generate accounts payable checks through the use of diocesan accounting software system
 - Ensure accuracy and record all sums of money reported by the collection counters and online giving
 - Attend all Finance Council meetings, prepare, review and analyze monthly financial statements for them
 - Prepare the annual report for the Diocese and parish
 - Reconcile accounts and inter-parish billings monthly
 - Process payroll, manage Open Enrollment and Administer employee benefits
 - Maintain accurate Human Resources records and documentation
 - Implement internal controls and financial review recommendations
 - Annual budget preparation and reporting
 - Process any Christ Mission Appeal donations that are received by the parish and balance monthly Christ Mission Appeal reports from the diocese
 - Serve as recording secretary for the yearly parish incorporation meeting
 - Other responsibilities as assigned by the Pastor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to the Pastor
- Maintain professional work relationships with parish staff and volunteers
- Maintain communication with Pastoral & Finance Councils
- Attend after-hours parish meetings

QUALIFICATIONS & SKILLS

Education: Accounting/Finance degree preferred

Experience: 3 years' accounting experience preferred

Job Related Skills: Computer knowledge, experience, and aptitude are essential, including MS Office Suite; Experience with accounting software and data entry required;

Must possess analytical and organizational skills; excellent verbal and written communication skills.

Interpersonal Skills: The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

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.
- A 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 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 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: _____