

Blessed Trinity Catholic Church

Bookkeeper Job Description

TITLE: Bookkeeper

Date: May 1, 2026

SUPERVISOR: Fr. Patrick Jankowiak, Pastor

STATUS: 20-24 hrs./week; Part-time 1; Hourly; Non-exempt

GENERAL DESCRIPTION

The Parish Bookkeeper collaborates with the Pastor, staff, and Finance Council to establish best practices, policies, and procedures regarding the financial health of the parish. Collaborates with the Pastor, staff, and Finance Council in preparing budgets and analyzing financial reports. Maintains a professional, confidential, and welcoming work environment.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Ensure that all parish, diocesan, and Michigan Catholic Conference procedures are followed in the handling of money using the diocesan accounting software system.
- Process payroll and maintain employee records including PTO.
- Enter deposits, process checks, and maintain electronic tithing records.
- Prepare monthly financial statements and bank reconciliations.
- Complete Diocesan Year End Report.
- Prepare annual budget with input from the Pastor, staff, and Finance Council.
- Perform other financial duties as assigned by supervisor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Report to the Pastor.
- Maintain professional work relationships with staff and parishioners.
- Collaborate with Finance Council, attend regular meetings, prepare financial statements for the meetings.
- Adhere to federal and state labor laws and employment practices.
- Attend staff meetings, diocesan workshops, and MCC training sessions.

QUALIFICATIONS & SKILLS

Education: Associates degree or higher in accounting preferred.

Experience: Minimum of three years prior accounting/bookkeeping is preferred.

Job Related Skills: Proficient in Shelby Systems, Excel, Word. Training is provided if necessary. Must be analytical, organized, and detail oriented.

Interpersonal Skills: Ability to work with others in a collaborative team environment while maintaining confidentiality and high standards of honest and ethical behavior. Must support and implement the mission of the parish.

Language skills: Must have excellent written and verbal communication skills to effectively and compassionately communicate with parishioners, staff, and visitors.

Reasoning Ability: Ability to apply common sense understanding to implement detailed but uninvolved written or oral instructions.

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 on-site 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 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: _____