

JOB DESCRIPTION
Blessed Trinity Parish of Frankenmuth

JOB TITLE: Parish Bookkeeper
SUPERVISOR: Pastor
STATUS: Hourly, Non-Exempt, Benefit-Eligible (Part-time 1) **(based on a total of 20 – 24 hours per week)**
DATE: **June 2026**

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 AND 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

- Reports directly to the Pastor
- Maintain professional relationships with parishioners as well as parish and diocesan staff
- Collaborate with Finance Council. Attend Finance Council meetings; prepare budgets and presents financial status of the parish.
- Adheres to all federal and state laws and follows all appropriate accounting practices as approved by the diocese.
- Attend all required meetings and applicable trainings as required by the pastor and the Diocese.
- Perform other financial duties as assigned by supervisor.

QUALIFICATIONS AND SKILLS

Education: Associates degree (or higher) in accounting preferred.

Experience: 2-3 years' accounting/bookkeeping experience preferred.

Other Job-Related Skills: Proficient in Excel and Word.

Interpersonal Skills: Ability to work with others in a collaborative team environment. Ability to maintain 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, visitors and other business partners/agents within the Diocese.

WORKING CONDITIONS

Hours of Work: Typical work schedule is during normal business hours; some 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 Required
- Regular and reliable attendance is required

ADDITIONAL REQUIREMENTS

- Successful completion of the Diocese of Saginaw Safe Environment training for newly hired 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 a sound working knowledge of the Catholic faith and Church hierarchy.

Interested and qualified candidates should send their letter of intent, resume and list of professional references to:

**Fr. Patrick Jankowiak, Pastor
Blessed Trinity Parish of Frankenmuth
958 E. Tuscola Street
Frankenmuth, MI 48734**

Email: pjankowiak@diosag.org