

St. Paul the Apostle Parish, Ithaca MI

Position Description

JOB TITLE: Parish Bookkeeper

DATE: September 2026

SUPERVISOR: Pastor

STATUS: Part Time 2, Non-Exempt, Hourly *(based on 10-19 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 account and provides reports and related information to the Finance Council and Joint Councils as needed. This position is required to interact with parishioners in a professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform all bookkeeping duties, including but not limited to;
 - Provide accounting expertise to the Pastor and Finance Council
 - Perform all accounts payable functions of the parish through the use of diocesan accounting software system
 - Ensure accuracy and record all sums of money reported by the collection counters and online giving
 - Record all miscellaneous sums of money the parish receives and deposit them I local of diocesan parish accounts
 - Reconcile accounts and tinter-parish billings monthly
 - Process payroll, handle insurance
 - Other duties 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 Finance Council and Joint Councils as needed
- 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.

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 a 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.

Employee: _____

Date: _____

Supervisor: _____

Date: _____