

ST. JOSEPH CATHOLIC CHURCH, PLACENTIA

POSITION TITLE: Bookkeeper

DEPARTMENT: Finance/Business

FLSA STATUS: Non-exempt, part-time, 20 hours per week

REPORTS TO: Business Manager, Pastor

SUPERVISORY RESPONSIBILITY: None

INTERNAL/EXTERNAL CONTACTS: Clergy, parish staff, vendors, suppliers, volunteers.

JOB SUMMARY:

The key functions of this position include:

Payroll Processing

- Maintain electronic timesheets and process bi-weekly payroll
- Update vacation / sick leave accruals
- Post payroll to accounting program

Accounts Payable

- Weekly reconciliation of the checking account to produce a weekly cash flow report for the Pastor and Business Manager
- Maintain account payable files
- Process accounts payable, invoices received using bill.com.
- Set all invoices up for appropriate departmental approval.

Deposits

- Assist the money counting teams with setting up and counting the weekly offertory
- Create a deposit reconciliation for each deposit bag the money counters prepare
- Prepare deposits of money received through the Parish Center for ministries, weddings, funerals, and miscellaneous donations
- Post deposits to accounting program

Other

- Assist with developing data for and monitoring the parish budget
- Prepare reports for parish groups, staff, and finance council

- Assist with contribution data entry
- Scan and electronically organize accounts payable, receivables and all other necessary accounting documents
- Assist with accounting needs for parish events and fundraisers as required
- Other duties as assigned by the Director of Business Administration and/or Pastor

REQUIREMENTS:

- Must be have demonstrated experience as an accountant or bookkeeper and be experienced with accounting software (QuickBooks or QuickBooks online preferred)
- A college degree in accounting, finance, or business administration is preferred but not required if the candidate has the accounting / bookkeeping experience necessary to excel in this position
- Proficient with Microsoft Office (Excel, Word, Outlook, and PowerPoint)
- Must have the ability to multi-task and establish and re-arrange priorities in a fluid working environment
- Have strong inter-personal communications and collaborative approach

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- **Typical Working Conditions:** Typical office environment
- **Equipment Used:** Telephone, personal computer, copier(s), scanner, paper shredder, adding machine and calculator
- **Essential Physical Tasks:** Communicate, move, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.