

ST. NORBERT CATHOLIC CHURCH

JOB DESCRIPTION

TITLE: Accounting / Bookkeeping Administrator

REPORTS TO: Business Manager

HOURS: 25 hours per week (non-exempt)

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
- Compile invoices received, send to appropriate Directors for approval, input invoices and check requests into accounting software, print checks, and mail to appropriate recipient
- Maintain account payable files

Deposits

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

REQUIREMENTS:

Must have demonstrated experience as an accountant or bookkeeper and be experienced with accounting software (Sage, QuickBooks, or equivalent). 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. Proficiency with Microsoft Office (Excel, Word, Outlook, and PowerPoint) is required.