

Our Lady of Victory

JOB DESCRIPTION

I. IDENTIFYING INFORMATION

Position Title: Bookkeeper

Status: 40 hours (8 hrs. Monday-Friday)

Non exempt

Reports to: Business Manager

II. PRIMARY FUNCTION OF THIS POSITION

The bookkeeper provides day to day fiscal and operational services using PDS (parishioner data base), FACTS (school software), WeShare (online giving) and ParishSOFT (financial software). Provides back up to Business Manager in his absence.

III. POSITION CONTENT

MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

- Prepares bi-weekly payroll online with third party Archdiocesan processor including employee set up and changes, posting and running reports.
- Prepares bank deposits and records receipts for parish and school.
- Staff contact with WeShare EFT for parish contribution and FACTS for school tuition payments. Runs reports and records receipts.
- Codes and pays parish and school bills
- Maintains tuition, school registration and school accounts
- Updates parish data base and prepares reports
- Maintains accounts for Archdiocesan designated collections and remits funds
- Orders supplies
- Other duties as assigned

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE AND/OR ABILITIES

- Ability to maintain confidentiality
- Ability to meet deadlines
- Ability to multi-task
- Basic bookkeeping skills
- Basic computer skills including Word & Excel
- Excellent organizational skills

B. EDUCATION, TRAINING AND/OR EXPERIENCE

- A practicing Catholic in full communion with the Church
- Previous bookkeeping experience preferred
- Associate degree in accounting or equivalent experience preferred

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

Is accountable for Parish funds and must meet deadlines for payroll, data entry, reports etc.

VI. WORKING ENVIRONMENT

Parish Office
May occasionally have additional hours required