

St. Margaret Mary, Cedar Park, Texas
Bookkeeper

Classification: Full-Time/Nonexempt

Reviewed Date: June, 2021

Catholic Required: Yes

Ministerial Character

The Pastor is the visible principle and foundation of unity in the parish of St. Margaret Mary Catholic Church, which the Bishop has entrusted to him. He makes Christ's mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at St. Margaret Mary Catholic Church help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church.

Job Summary:

The Parish Bookkeeper is responsible for overseeing the day-to-day financial matters, in collaborating with the Pastor to oversee parish finances, maintain accurate financial records, and assist the Pastor in managing the assets of the parish. This position reports directly to the Parish Business Administrator and operates with some latitude for the use of independent judgment and initiative.

Essential Job Duties:

- As an integral part of your ministry for the Church as carried out in this position, support and uphold the philosophy of Catholic ministry and the mission of the parish in both your professional and personal life.
- Act as a witness to Gospel values by modeling the teachings of the Catholic Church.
- Continuously grow in your ministry by participating in religious ceremonies, training sessions, and reflection activities as directed.
- Process and record all parish receipts, disbursements, and payroll.
- Prepare all payroll and informational tax returns.
- Provide monthly financial reports to the Finance Council and if requested, attend Finance Council meetings.
- Assist the Pastor and Parish Finance Council in preparing and monitoring an annual budget.
- Prepare and review monthly, quarterly, and annual financial reports for Parish and any auxiliary organizations.
- Ensure that bank reconciliations are processed timely.
- Help maintain financial files including but not limited to vendors, payroll, timekeeping, employee, human resources, and worker compensation benefits.
- Coordinate the preparation of an annual report to parishioners.

- Respond to all diocesan requests for information, reports, and compliance checks in a timely, efficient, and accurate manner.
- Assist with all external or internal audits and work with such auditors as needed.
- Alert the Pastor of financial problems and discrepancies and assist in forecasting such problems and discrepancies.
- Maintain a work schedule that maximizes availability to staff and customers.

Knowledge, Skills, and Abilities:

- Knowledge of structure and basic teachings of the Roman Catholic Church.
- Knowledge of basic accounting practices.
- Knowledge of diocesan policies and procedures as it pertains to the financial management and administration of a parish.
- Skill in using office equipment and related software applications (e.g., word processing software, spreadsheets, email, databases, Quick Books, etc.).
- Ability to learn and develop expertise in new software applications.
- Ability to develop and maintain positive relationships with all segments of the community (parishes, priests, religious, laity, Catholic ministries, Catholic schools, civic leaders, and community agencies).
- Ability to provide excellent customer service to parishioners and other visitors to the parish, and ability to work collaboratively.
- Ability to always maintain confidentiality.
- Ability to work with and lead a highly diverse membership base.
- Ability to follow instructions furnished in verbal or written format.
- Ability to use effective and legal supervision strategies and techniques with assigned staff.
- Ability to proficiently communicate in English (conversing, reading, and writing).

Minimum Qualifications:

Education and Trainings:

- Associates degree from an accredited American college or university or equivalent in a foreign country.

Experience:

- Two (2) years or more of wage earning, related work experience.

Language:

- English (proficient in conversing, reading, and writing).

Catholic Requirement:

- Must be a practicing Roman Catholic in good standing.

Licenses/Certifications:

- Valid Texas driver's license.
- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies throughout the employment period.

Mental / Physical Tasks: (E-essential)

E	Talking	E	Using personal computer
E	Listening	E	Sitting
E	Standing	E	Bending
E	Walking	E	Reading and Comprehending
E	Grasping/holding		
E	Lifting/carrying		
E	Moving heavy equipment/materials		
E	Driving		
E	Using office equipment, stapler, telephone, etc.		

Working Conditions:

- All employees of the parish are engaged in ministry and closely tied to the Pastor in the exercise of his ministry and obligations to the Church.
- The parish is an at-will employer.
- All buildings and vehicles owned by the parish are tobacco free.
- Working in a fast-paced environment with priorities and plans that may change rapidly.
- Working on weekends, evenings and some holidays may be required.
- Will be exposed to religious ceremonies, conduct, and speech, including Roman Catholic Christian prayer and liturgical celebrations.
- Will be required to adhere to established codes and conduct standards.
- May be required to use personal or parish vehicles to drive to parishes or other off-site locations.
- Traveling within and outside the parish to meetings and other events may be required, and travel may require overnight lodging.