PARISH: St Martin of Tours Parish POSITION TITLE: Parish Bookkeeper

DATE: 4/2/2020 REPORTS TO: Parish Administrator

**I. POSITION**

 Provide bookkeeping services for the parish.

 Part time 25-28 hours per week

 Non-Exempt

**II. JOB REQUIREMENTS**

 Minimum of three years’ experience as a “full charge” bookkeeper

 Associates Degree in Accounting preferable

 Knowledge of computer based accounting systems (i.e. Quickbooks, PDS System)

 Knowledge of Non-Profit accounting

**III. MAJOR DUTIES AND RESPONSIBILITIES**

A.  Collaborates with the Pastor/Parish Administrator and other staff in implementing the mission of the Parish. Having the knowledge and awareness of planning, implementation and evaluation of the Parish’s goals and objectives as they relate to stewardship of the parish’s financial resources. Serves as a resource to the staff in the area of bookkeeping.

B.  Fosters a system of internal controls consistent with Policies and Procedures established by the Parish Finance Council and the Archdiocese.

C.  Maintains the financial bookkeeping system for the parish. Maintains accurate and current accounts payable and receivable ledgers. Prepares and submits a financial statement with assistance from the Finance Council/Trustee to the pastor and Finance Council on a monthly basis.

D.  Maintains all parish banking accounts. Processes all check requests and assures there is proper authorization for expenditures in all program and operating accounts. Reconciles bank statements on a monthly basis for all bank accounts.

E.  Administers the parish payroll system. Oversees the preparation of monthly staff payroll, ensures all appropriate taxes are withheld and that quarterly government reports are prepared and submitted in a timely manner by the Parish’s payroll service.

F.  Ensures all contributions to the parish are accounted for in an accurate and timely manner. Records all contributions by parishioners and oversees the deposit of all parish collections on a weekly basis.

G.  Coordinates volunteers for money-counting and record-keeping. This is accomplished by recruiting, screening, training, supporting and overseeing the work of volunteers for these tasks.

H.  Administers the pension, medical, dental, life, long-term disability insurance, Tax Deferred Annuity and Premium Only Programs for parish employees. Serves as the local resource person for employees having questions about their insurance benefits. The Parish Bookkeeper maintains records, written information and various forms for employee needs.

I.  Provides assistance in the preparation of the annual parish budget as directed by the Finance Council including current budget allocations, year-to-date balances and anticipated financial needs for the future.

J.  Serves as staff to the Parish Finance Council as requested

K.  Provides bookkeeping services and advice for those who direct the various fund raising efforts for the parish, including the Annual Catholic Appeal, and other special collections.

L.  Participates in Archdiocesan sponsored training, attendance at workshops and classes, reading appropriate materials and/or membership in local professional organizations.

M.  Maintains communication with the Pastor and other Parish staff and fosters cooperation and Christian spirit in working with fellow Parish staff and parish volunteers