

Job Description

St. Elizabeth Ann Seton Catholic Church

Title: Parish Bookkeeper

Part-time

Primary Objectives: Exercises accounting responsibility for tracking all funds both accounts receivable and accounts payable to include writing the checks related to the operation of the Parish as well as projects, programs and organizations as designated by the Pastor and within Diocesan, and regulatory guidelines. Remain prudent and keep the Pastor, Deacon, Office Manager, Finance Council and as requested Pastoral Council while maintaining confidentiality and professional presence.

Supervision and Evaluation: The Bookkeeper must be able to work independently with minimal supervision. The Office Manager and ultimately the Pastor in conjunction with the Deacon will evaluate his/her performance annually and at other times as required.

Supervises: Volunteers

Core Skills and Responsibilities include but are not limited to:

- **Personal Relations:** The Bookkeeper must engage in contact with the congregation, potential parishioners, vendors and other members of the public utilizing all modes of communication to include phone, digital or in person. S/he must maintain the highest standards of conduct, courtesy, confidentiality and working relationships with others while carrying out the Parish Mission
- **Teamwork:** The Bookkeeper serves the ministry of the whole congregation. S/he must be committed to carrying out the vision of that ministry by working collaboratively with the Pastor, the Deacon, Parish and Diocese staff, volunteers, and others as needed to achieve all assigned missions, tasks and objectives
- **Professional Knowledge, Skills and Qualifications:** The Bookkeeper must have the qualifications to perform the tasks required of an accounting specialist and bookkeeper. S/he must have the knowledge, skills and abilities to successfully accomplish basic accounting and bookkeeping in accordance with relevant Diocesan directives, standards and practices. In addition, s/he must have computer skills and the proficiency to learn and utilize the church's financial software and people programs (ACS) as well as bookkeeping standards and practices. Must be able to work in and contribute in a team environment. S/he must use good judgement and be sensitive to the needs and feelings of others. S/he must know how to arm/disarm the security system throughout the property as well as steps to take when an alarm activates actual and false. S/he must pass and stay current with the Diocesan Safe Environment training program.

Primary duties of the position include but are not limited to:

- Support the ministry of the Pastor and the Deacon through service as a Bookkeeper
- Ensuring that offertory collection and counting is done securely, promptly, confidentially while adhering to Diocesan requirements to include; collection practices within the mass, donations received in the office, identifying, scheduling and managing volunteers to count and securely deposit all funds collected
- Work with the Parish Life Coordinator to ensure that ushers are trained and adhere to Diocesan money handling procedures
- Become proficient in the Parish Finance and People software (ACS) as a critical tool in Parish Management and communication to the operations of the Parish in addition to WeShare (Online giving software) proficiency, maintaining and posting
- Work confidently and confidentially to assist parishioners on donations and online contributions
- Coordinate regularly with the Chair of the Parish Finance Council regarding the accuracy of the church accounting ledgers and statements
- Maintain the accounts payable and receivable for the church and other related projects (such as renovations), programs and organizations as designated by the Pastor or Deacon
- Provide offertory information weekly to the Office Manager
- Assists with the Bishops Annual Appeal Campaign
- Complete and post monthly bank reconciliation statements and close out the month
- Maintain accurate records and accounts pertaining to authorized checking and savings accounts
- Create and submit financial reports to the Diocese to include but not limited to weekly, monthly, quarterly and annual reports
- Provide documentation and participate in Parish audits.
- Assist in preparing the annual parish budget
- Attend Parish Finance Council Meetings and serve as the secretary taking and submitting minutes, providing the chairman checking and savings account balances as well as other necessary reports or budgetary information that is requested
- Work closely with church staff regarding relevant church accounts, budgets, etc. on an ongoing basis while bringing concerns or patterns to the appropriate staff as needed
- Ensure that all receipts and supporting documentation for all credit card statements is received from the staff and approved by the Pastor and Deacon
- Enter parishioner contributions into ACS, prepare and send letters for special donations (such as funerals and baptisms), retirement contributions and large contributions
- Send annual contribution statements to parishioners as requested
- Accurately prepare and distribute authorized church 1099 forms annually
- Log sales tax and submit semiannual sales tax reimbursement to the Department of Revenue
- Support office staff as needed and directed by the Pastor
- Other duties as required by the Pastor and/or Deacon and Diocese