

St. John the Evangelist Catholic Church

Bookkeeper

1. **Position Title:** Parish Bookkeeper
2. **Status:** Non-Exempt (Hourly); Part-Time Position. Salary commensurate with experience.
3. **Reporting Relationship:** Reports to the Parish Pastor.

4. **Primary Scope of Position:**

The Bookkeeper is responsible for all bookkeeping and financial reporting as assigned including but not limited to accounts receivable/cash receipts, accounts payable, payroll, bank and balance sheet reconciliations, monthly reports, budgeting and all other financial and accounting matters in collaboration with the Pastor and Parish Finance Council.

The following responsibilities are representative of the duties required for the position of Bookkeeper. They may be unilaterally but reasonably changed by the Pastor based on the needs of the parish as determined by the Pastor.

5. **Representative Duties and Responsibilities:**

- a. Accounts Payable
- b. Accounts Receivable/Cash Receipts
- c. Monitor Cash flow
- d. Prepare and make regular bank deposits
- e. Reconcile bank statements on a monthly basis
- f. Maintain general ledger/journal entries using PDS Accounting Software
- g. Complete monthly accounting close
- h. Monitor budget vs actual income and expense and maintain budgetary controls
- i. Provide Pastor and Parish Finance Council monthly Income Statement, Balance Sheet, Offertory results and other financial reports as needed in a timely manner
- j. Provide budgeting support to the Pastor
- k. Enter annual budget into PDS Accounting Software
- l. Maintain parishioner contribution records
- m. Print/mail parishioner statements as needed
- n. Develop and Maintain PDS Subject Matter Expertise
- o. Prepare certain tax documents and state/federal filings if/as needed
- p. Maintain Charitable Gaming Account and file annual report
- q. Attend monthly Parish Finance Council meetings and Quarterly Diocesan Meetings
- r. Other duties as assigned by Pastor/Administrator

6. **Hours:** 25 hours per week between the hours of Monday – Friday 8:00 am – 4:30 pm as approved by Pastor

7. **Qualifications:**

The bookkeeper should have bookkeeping and accounting experience and be familiar with Microsoft Office and accounting software (preferably PDS).

The bookkeeper should be able to provide attention to detail and accuracy, be able to multitask, prioritize, meet deadlines, have an ability to communicate complex data clearly, have excellent data entry skills, and be able to work independently while keeping Pasto timely and clearly informed of office/financial matters.

Other Knowledge, Skills, Attitudes:

- a. A fervent and committed Catholic in conformity with the Magisterium
- b. Associates Degree in Accounting (Preferred) or knowledge of basic accounting principles and equivalent experience in bookkeeping/accounting
- c. Ability to meet deadlines and follow directives from Pastor in timely manner
- d. Proficient with MS Office Products (Excel; Word)
- e. Excellent oral and written communication skills
- f. Professional demeanor and excellent customer service skills, including ability to maintain focus on and professionalism with people in challenging situations, both in person and by phone.
- g. Strong math skills
- h. Strong organizational skills and Attention to detail
- i. Problem solving skills
- j. Confidentiality and integrity
- k. Able to work independently and collaborate with others at all levels

Send Resume to: Rev. Christopher Forler
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