

## **Sample: Parish Bookkeeper**

# **St. John Paul II Parish**

## **Position Profile**

**Job Title:** Parish Bookkeeper  
**Department:** Parish Administration  
**Location:** St. John Paul II Parish  
**Reports to:** Pastor  
**Classification:** Hourly  
**FLSA:** Non-Exempt; Full-Time (or Part-Time, depending on needs)  
**Budget:** 00554 (whatever the account the payroll is charged)  
**Date Created:** 08/23/2023 (updated)

### **I. Summary**

The parish bookkeeper works in the financial areas of the parish by performing various accounting and report functions. The Bookkeeper is involved in all aspects of the day-to-day accounting functions (A/R, A/P and general ledger) of the organization; and will be actively involved in the month end closing process.

### **II. Duties and Responsibilities**

1. Employees are expected to attend retreats, seminars, and small group discussions where faith is discussed.
2. Bookkeeping areas:
  - a. Enter deposits into proper accounts in the bookkeeping system.
  - b. Process and prepare checks for accounts payable.
  - c. May process payroll, including withholding requirements and report.
  - d. Create appropriate reports as requested by professional staff or finance council.
  - e. Administer/monitor special fund raising, including Bishop's Appeal, special collections, other club/organization activity.
3. Banking areas:
  - a. With proper separation of duties taken into account, involved in depositing parish funds or reconciling deposit slips to money counter sheets.
4. Budget areas:
  - a. Enter approved budgetary figures for each account.
  - b. Communicate budget overruns to appropriate persons.
  - c. Create reports on budgeting as needed for professional staff or Finance Council

### **III. Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:** High School diploma or equivalent; Associate degree preferred; at least 1 to three years of previous bookkeeping experience; bookkeeping classes from accredited education facility.

**Religious Requirement:** Must be a practicing Roman Catholic who upholds the teaching and traditions of the Catholic Church and who possesses a sound working knowledge of the Catholic faith and Church hierarchy.

### **Skills and Abilities**

- Attention to detail.
- Excellent written and verbal communication skills
- Ability to multi-task
- Strong organizational skills.
- MS Office, with strong Excel skills
- Able to work well in a team environment.
- Keeps sensitive information confidential.

### **IV. Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work is performed in an office environment. Normal work hours would be Monday through Friday between 8:00A.M. and 4:30 P.M. In addition, overtime may be required.

### **V. Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires the ability to verbally converse with other individuals, organize and track large amounts of paperwork, and move and lift objects of ten pounds. Requires moderate amount of time sitting. Requires use of office equipment including telephone, personal computer, calculator, and copy and fax machine.

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Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date