

**Holy Rosary & St John the Baptist Parish
Erie, Pennsylvania**

Bookkeeper

The bookkeeper is responsible for the processing of bill payments and payroll for the partnered parishes. The bookkeeper works with the office manager and Finance Council chairs and reports to the pastor. This is a part-time position (approx. 10-12 hours / week), usually two days. The position requires security and confidentiality.

Qualifications: Computer accounting and bookkeeping experience, especially with software such as Office, Excel, QuickBooks, e-mail, and parish census / contributions (transitioning to Ministry Platform).

Job Description

1. Process accounts payable as well as bank deposits. Generate checks and send once signed.
2. Maintain records of payments and deposits in various accounts (bank and other). This includes reconciliations and digital backups.
3. Generate monthly reports and assist in preparation of annual budget and annual report to the Finance Councils.
4. Receive and maintain employees' payroll records, contact payroll company, distribute paychecks / receipts.
5. Keep abreast of newest Erie Diocese accounting initiatives including reporting to PA Catholic Conference re: worker's compensation.
6. Manage the offerings collected mid-week and assist the directors of volunteer money counters.
7. Any other duties as determined by the pastor.

Dated: April 7, 2022