

JOB DESCRIPTION

Agency: St. Michael Catholic Church

Date: March 30, 2011

Job Title: Bookkeeper

Reports to: Parish Life Coordinator

Number Supervised: 0

Status: Part-Time (15-20 Hours a Month)

Salary: \$225/month

Summary

Complete necessary bookkeeping for the parish's accounts. Attend Finance Council meetings and assist in the budget process.

Job Requirements

Ability to maintain strict confidentiality with regard to parishioner's contributions and personal information.

Have a good reputation and proven to be trustworthy with finances.

Have sufficient computer skills and familiarity with bookkeeping software to work efficiently.

Primary Duties and Responsibilities

Bookkeeping Services

- Reconcile Bank Statements for each of the parish's accounts
- Maintain accurate records of all of the parish's income and expenses
- Write checks for the parish's bills
- Count the collections after mass with the assistance of the finance council members
- Post each parishioner's contribution in the software for tax records
- Attend finance meetings and provide quarterly balance sheets
- Annually mail tax letters to contributing parishioners and fill out the annual audit form

Describe the relationships that must be managed/coordinated:

Relates in a friendly, competent and confidential manner with all persons encountered in this ministry.