



Job Description

Position: Parish - Bookkeeper

Status: _____ Full Time _____ Part Time
_____ Exempt _____ Non-Exempt _____ Volunteer

Reports To: Pastor

Primary Function:

This position is responsible for providing bookkeeping services on a daily basis for the parish.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- High School diploma or equivalent
- Previous bookkeeping experience required
- Knowledge of basic accounting principles
- Ability to maintain confidentiality in all aspects of job
- Must have ability to multi-task, organize and meet deadlines
- Must have knowledge of office equipment, Microsoft office product software, copier and fax machine and telephone etc.
- The ability to successfully complete a criminal history and background check

Primary Duties and Responsibilities:

- Provides bookkeeping services to the parish: accounts payable, bank deposits, maintain general ledger/journal entries and implement electronic funds transfer;
- Maintains parishioner tithing records, provide requested reports and print/mail parishioner statements as needed;
- Orders office supplies for parish;
- Balance on a monthly basis all financial books of the parish;
- Prepare monthly financial reports for Finance/Parish Council;
- Maintain all parish financial records as required by the Diocese of Owensboro;
- Prepare or assist in preparing payroll thru Paycor;
- Reconcile or assist in reconciling all bank statements monthly, and maintain or assist in maintaining documentation that statements do balance;

- Must have developed “people skills” in interacting with all who come to the parish office;
- Performs other duties as requested by the Pastor

Physical Demands:

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

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

Employee Acceptance and Acknowledgement:

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

Employee Signature

Date