

FULL CHARGE BOOKKEEPER

St. John the Baptist
Excelsior, MN

Position Description

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| Title: | Bookkeeper |
| Reports to: | Parish Administrator |
| Direct Reports: | None |
| Provides work direction to: | Administrative staff; money counting volunteers |
| Receives work direction from: | Pastor, Principal, Staff requesting invoice payments |
| FLSA: | Non-exempt |
| Hours: | Part-time, 20 hours a week |
| Schedule: | Primarily Monday-Friday, Parish Office hours Schedule will vary based on church needs; occasional evening or weekend time will be necessary. |
| Benefits eligible: | No |
| Last revision: | 7/5/2018 |

Job Purpose: To provide skilled accounting services for the parish, school, and cemetery.

Statement on Working for the Catholic Church: Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of Saint Paul and Minneapolis, nor can it embarrass the Church or give rise to scandal. It is required that this employee be a Catholic, or if not Catholic, have a working knowledge of the liturgical calendar and rhythm and workflow of the liturgical year. It is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodations for the religious practice of employees not of the Roman Catholic faith will similarly be provided.

Representative Responsibilities

1. Accounts Payable
 - a. Code payables and prepare checks for signing on a timely basis.
 - b. Maintain files.
2. Accounts Receivable
 - a. Prepare any necessary invoices and ensure proper documentation is maintained and distributed, including school tuition and fees through the TADS tuition management and billing system.
 - b. Process payments and verify any outstanding invoice amounts are properly accounted for as paid or follow-up invoices distributed to solicit payment.
3. Payroll
 - a. Prepare payroll and report to payroll service.
 - b. Maintain vacation/sick leave records for all employees.
4. Benefits Administration
 - a. Sign up new employees and complete paperwork for terminated employees.
 - b. Review monthly billing for accuracy.
 - c. Maintain records.
 - d. Prepare and process bi-monthly 403b contribution reports to PenServ.
 - e. Prepare and/or complete any Archdiocesan or provider requested reports or reconciliations.
 - f. Serve as an information resource for staff.
5. Contributions
 - a. Enter parish and school contributions into ParishSoft database.
 - b. Process EFT contributions twice monthly.
 - c. Process any credit card contributions as needed.
 - d. Assist parishioners with EFT merchant sign up, modification or questions.
6. General Ledger
 - a. Maintain journal entries.
 - b. Update information on investment accounts.
7. Reporting
 - a. Prepare monthly statements, department reports and balance sheet.
 - b. Do basic analysis of income and expense trends relative to budget.
 - c. Prepare annual Archdiocesan financial report.
 - d. Ensure orderly filing of all records pertaining to the church's accounting.
 - e. Prepare annual parishioner contributions statements at calendar year-end.
 - f. Prepare various trend and tracking reports as requested for analysis.
8. Banking
 - a. Prepare detailed deposits for parish accounts as needed.
 - b. Reconcile bank accounts.
 - c. Update bank balance weekly to ensure positive balance.
9. Cash Management/Internal Controls
 - a. Ensure maintenance of appropriate internal controls.

- b. Provide staff support to the volunteer money counters as needed.
 - c. Ensure that any cash collected is secure each day.
 - d. Monitor cash requirements and recommend fund transfers as needed.
10. Cemetery
- a. Prepare cemetery/funeral & burial receipts.
 - b. Maintain cemetery receivables and appropriate entries in Cemetery Software as well as accounting software.
 - c. Process any credit card payments as needed.
 - d. Prepare various report requests or assist with miscellaneous requests from cemetery staff.
11. School Tuition Management System (TADS)
- a. Provide families with assistance with questions or requests.
 - b. Maintain any drop-in charges and add to appropriate accounts
 - c. Enter monthly lunch charges to appropriate accounts.
 - d. Make any modifications necessitated from grade transitions or other changes requiring an adjustment or correction to charges and/or credits.
 - e. Monitor system for items and concerns to be addressed.
12. General/Support for Parish Administration
- a. Assist with annual budget process and enter annual budget figures.
 - b. Assist with check-out and money handling at several parish/school functions, including school Ice Cream Social, Parish Gala, and school Golf Tournament.
 - c. Backup phone reception as needed.
 - d. Process Catholic Services Appeal and other special campaign contributions.
 - e. Other responsibilities as needed by the employer and approved and/or assigned by the supervisor.

***To be present where needed, ready to work as needed to meet responsibilities.** Includes recognizing when situations require more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.

***Organize, prepare and maintain files and information.** Gather information from fax, email and other sources, ensure all information has been received, follow up as necessary, organize reports and make them available for convenient reference, maintain for the designated time, discard at designated time.

***Maintain and improve work knowledge and skills** such as understanding requirements and work procedures, purpose of work completed, computer use and general parish and office management.

***Meet all communication requirements** including interpersonal skills with parish and school employees as well as visitors, guests, school families, and parishioners. Includes keeping superiors and appropriate others informed.

***Help create a productive environment** where there is harmony, good morale, and cooperative teamwork. Monitor self-productivity and take corrective action as appropriate.

***Maintain appropriate levels of confidentiality** of all work data.

Other Responsibilities: includes other responsibilities identified as needed by the employee and approved and/or assigned by pastor.

The responsibilities listed above are representative of the job and are not inclusive. Those preceded by an asterisk (*) are essential job functions.

Qualifications & Requirements of Position

Qualifications:

1. Proven accounting and computer skills.
2. Strong skills in applications of Excel.
3. Three years of skilled bookkeeping/accounting experience.
4. Experience in a church setting is preferred.
5. Ability to satisfactorily pass a criminal background check, complete VIRTUS safe environment training, and sign a Pastoral Code of Conduct.
6. Ability to satisfactorily comply with the requirements of PACE/PRISM program of Catholic Mutual Insurance, including annual in-service training as prescribed by the parish/archdiocese.

Knowledge, Skills and Abilities needed:

1. To be a cooperative team member with a positive and helpful attitude.
2. Good analytical and problem-solving skills.
3. Maintain high standards of confidentiality.
4. Proficiency in word processing, spreadsheets, database management through Excel, QuickBooks, ParishSoft and other computer programs as may be necessary for accounting functions.
5. Good written and oral communications skills.
6. The ability to work with minimum of supervision and direction.

Mental Demands

1. Integrity, honesty and confidentiality.
2. Ability to plan, organize and meet deadlines.
3. Ability to work under pressure with regular interruptions or unexpected occurrences.
4. Ability to be pleasant and service-oriented even when exposed to negative influences.

5. Maintain a positive and helpful attitude at all times, even under difficult situations.
6. Work in a cooperative and supportive manner with all staff and volunteers.
7. Demonstrated ability to work well with others

Physical Demands

1. Must be able to do repetitive tasks on a computer for long periods of time.
2. Must be able to lift weights of up to 25 pounds.
3. Must have ability to read numbers, reports, and instructions.

Employee: I have reviewed this job description and understand that it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description will change.

Signature

Date

Supervisor & Pastor: We have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Supervisor's Signature

Date

Pastor's Signature

Date