

Most Blessed Sacrament Job Description

Position: Part Time Bookkeeper
Reports to: Operations Manager

FLSA: Non-Exempt
Effective date: September 2024

General Summary: Performs all bookkeeping duties to ensure proper maintenance of accounting records, processing of receivables, and payables; preparation of routine and special accounting reports. Assists Operations Manager and Pastor with special projects and compiling data for various appointments.

Essential Duties and Responsibilities:

- Maintains all general ledger and journal entries according to the cash accounting methods, following all federal, state and local laws along with compliance with the USCCB, Temporal Good Policies and Diocese of Toledo.
- Implements electronic funds transfers for payments and direct deposits as needed.
- Works with Account Manager to maintain parishioner tithing and contribution records and prepares statements as needed for the parish and parishioners of these records.
- Provides accurate and detailed reports when requested by the pastor, operations manager, finance council, diocesan offices, T&W employer services, or any other time as necessary or directed to.
- Assists in printing and mailing parishioner statements as needed.
- Remains apprised on changes to accounting laws for both public sector and non-profit accounting.
- Processes invoices, check requests, accounts receivable, and accounts payable; verifies amount due with supporting documentation.
- Prepares month, quarter and year-end reconciliations as needed; verifies accuracy of financial/transactional data.
- Calculates and maintains accurate balances in checking accounts and accounting records and files. Prepares and makes bank deposits.
- Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper codes according to parish policies/procedures.
- Performs accurate and thorough functions in ParishSoft software.
- Assists the operations manager on insurance, retirement, fiscal matters, etc.
- Prepares the annual report and various budgets.
- Other duties as assigned by supervisor.

Knowledge, Skills, and Abilities Required

- Associates degree in accounting or related field, or equal experience.
- Knowledge of basic accounting principles.
- Requires a high level of computer expertise in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook, and ability to learn custom church software.
- Requires a high level of knowledge and experience using QuickBooks.
- Ability to use various office machines (copier, folder, postage meter, phones, etc.) or ability to learn how to use aforementioned office machines.
- Ability to meet deadlines.
- Maintain high levels of confidentiality.
- Previous bookkeeping experience, preferable in a non-profit setting.
- Must successfully pass the required BCI/FBI background check prior to employment and every five years.
- Knowledge, understanding and commitment to the Catholic Church and its mission.

- Knowledge, ability and skill to utilize personal computers, peripheral equipment, various software packages and other office equipment effectively.
 - Strong interpersonal, written, and verbal communication skills, including ability to produce clear, concise reports and recommendations and make presentations to varied groups.
 - Above average interpersonal and communication skills.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORKING CONDITIONS

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. Position may require some evening and weekend hours.