

# Holy Apostles Accountant/Bookkeeper Job Description

## **JOB PURPOSE:**

Working closely with the Director of Operations, the Accountant/Bookkeeper is responsible for the daily financial and accounting processes of the parish office. The Accountant/Bookkeeper assists the Director of Operations in financial record keeping, providing financial reporting and analysis, processes information for reports, assists in budgeting and forecasting for the parish, processes payroll and its related taxes and payroll filings for the paid staff of the parish, processes invoices for accounts payable, reconciles bank statements, and responds to ministry requests for budget and balance information.

## **GOALS & OBJECTIVES:**

The Accountant/Bookkeeper is personally invested in the financial stewardship of the parish so that, by providing accountability and facilitating transparency, the parish may better accomplish its mission. The Accountant/Bookkeeper should apply their skills to ensure the timely accuracy of the financial operations of the parish and facilitate the effectiveness of ongoing parish operations.

- Commit to personal and professional development as a member of the parish staff
- Provide hands-on accountability and daily insight into the financial situation of the parish
- Contribute personally to the office staff, parish ministries, and financial stewardship of the parish through engagement and involvement

## **REPORTS:**

Direct Manager: Director of Operations

## **TYPE:**

Non-Exempt, Part time: 25 hours per week without benefits  
Regular weekday schedule

## **DUTIES & RESPONSIBILITIES** (to include but not limited to):

### **Financial**

- Process invoices and requisitions for payment; prepares checks for Pastor's signature; mails signed checks as needed
- Maintains parish bank accounts with up-to-date balances and assists with maintenance of day to day cash flow
- Manages and makes regular deposits of offertory and other parish income
- Maintains positive control over blank checks and account deposit slips
- Reconciles bank accounts monthly
- Responsible for calculating and preparing payroll checks and tax deposits for all employees
- Responsible for preparing all regular and periodic Federal and State tax reports and quarterly Diocesan Wage Reports
- Assists Director of Operations with managing payroll
  - Review Time Sheets

- Input Hours
- Calculate DTO
- Print New Time Sheets
- Update Payroll System with employee benefit changes
- Manages retirement accounting
- Prepares ACA Reports
- Runs credit card payments for walk-ins

### **Accounting**

- Determines dispositions of and prepares cash receipts, cash disbursements, and adjusting journal entries for entry in the parish's accounting system
- Ensures all financial transactions are accurately recorded in the parish's accounting system
- Loads fiscal year budget data into the parish's accounting system
- In conjunction with the Director of Operations, monitors actual versus budget expenditures of all cost centers
- Maintains a variety of reference binders and file of financial and accounting information for immediate availability
- Assists in the recording of parishioner contributions in parish database system and prepares annual contribution letters to all parishioners
- Calculates methodology paid to the Diocese
- Schedules and coordinates annual Audit
- Fields questions from parishioners regarding contributions
- Records deposits to parish database software
- Communicates with preschool regarding tuition payments
- Assists in managing online giving contributions and payments on parish database
- Works with Parish Secretary to manages church envelopes
- Works with Parish Secretary to plan coming year of offertory envelopes
- Manages second collections and assists with Christmas/Easter Mailings
- Corrects any discrepancy with mailing files, parishioner giving status, etc.
- Maintains files (working as well as long-term storage) of checks, stubs, reports and requisitions

### **TECHNICAL SKILLS & KNOWLEDGE PROFILE:**

- Bachelor degree or equivalent combination of education and related experience required
- Major in business administration, accounting, finance, organizational effectiveness, or personnel administration preferred
- Five to ten years' experience in parish financial assistance or management
- Strong organizational skills along with oral & written communication skills required
- Computer skills and knowledge of accounting required
- Knowledge and understanding of the Catholic Church and its mission required
- Experience from volunteer efforts on parish committees and events preferred

**PROFILE FOR SUCCESS:**

- Cooperation and teamwork: Works well with others
- Judgment in job performance: Decision making ability and keeping confidential information
- Reliability and quality of work: Achieves results
- Mission of the Church: Connects the work of the parish office to the parishioner experience
- Takes initiative: Develops continuously
- Communication: Professional demeanor and interpersonal skills
- Supervision and leadership: Leads courageously

The employee is preferred to be a practicing Catholic in good standing with the Catholic Church and an active member of a Roman Catholic Parish.

As all diocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the teachings, goals and mission of the Church in performing their work. Every employee of the parish is expected to model virtue and justice:

Create a warm, welcoming, positive and cheerful workplace for both staff and parishioners  
Foster respect and dignity of all, do not gossip, do not slander or malign others  
Embrace a spirit of docility, obedience, and accept the leadership and vision of the Pastor  
Maintain confidentiality in all aspects of the job  
Demonstrate reliability, punctuality and personal integrity, personal issues do not interfere with managing work responsibilities  
Adhere to business professional dress code

Signatures and Approvals

Review and Approval:  Pastor: _____ Date: _____
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ACKNOWLEDGEMENT AND APPROVAL:  Name: _____ Date: _____  Director of Operations: _____ Date: _____
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