

PARISH BOOKKEEPER

HOURS: Part-Time, 8-10 hours per week. Additional hours to be approved by the Pastor.

PURPOSE OF POSITION:

The Parish Bookkeeper reports to the Pastor and is responsible for maintaining the system of internal controls over parish accounting and financial reporting.

Parish accounting includes: offertory and contribution revenue, parish special projects, parish expenses and payables, loans payable, construction, fixed asset purchases and maintenance, and employee benefits, payroll, and payroll tax reporting.

Financial reporting includes: annual parish budget process, monthly and ad hoc reporting to the Pastor and the Finance Council regarding parish financial position and condition of the system of internal control, and the annual financial report to parishioners and the archdiocese. Serves as the point-of-contact with the archdiocese for periodic internal audits of the parish.

QUALIFICATIONS:

1. College graduate or equivalent work-related experience in accounting
2. General knowledge of church operations.
3. Knowledge of basic accrual accounting, cash flow management, payroll processing and internal controls.
4. Computer aptitude to use the parish accounting system (*ParishSoft Accounting*).
5. Solid working knowledge of Microsoft Office (*Excel, Word*) and other MS Office software.
6. Familiar with archdiocesan-specific financial reporting policies, and able to follow the guidance in the Archdiocesan Parish Accounting Manual.
7. Excellent oral and written communication skills.
8. Professional poise and judgement to raise and resolve issues, as necessary, with the Pastor, parish staff, and Finance Council.
9. Collaborative work style to interact with parish and Archdiocesan employees.

SPECIFIC DUTIES & RESPONSIBILITIES:

Compliance with Laws and Regulations

1. Review for accuracy required payroll tax returns prepared by vendor, remit payroll withholdings each pay period, and review for accuracy employee year-end tax statements.
2. Ensure that optional payroll deductions are made based upon employee signed withholding documents.
3. Prepare required annual Forms 1099.
4. Acknowledge donations and contributions and indicate tax deductibility.

5. Work with the Archdiocesan Office of General Council, as necessary, to obtain direction on proposed ideas utilizing parish resources.
6. Obtain direction from Archdiocesan Finance Office on planning, securing, executing and closing-out loans, including the 2020 Small Business Administration Payroll Protection Plan loan.

Accounting Operations – Cash and Revenue

1. Reconcile parish bank accounts each month by the 15th of the following month.
2. Determine investment advisor compliance with Archdiocese investment policy.
3. Prepare bank deposits and record receipts offertory and other income and contributions.
4. Ensure that restricted contributions have supporting documentation and are utilized as intended by the donor.

Disbursements

1. Process check requests from the pastor for reimbursement in a timely manner.
2. Process approved invoices in a timely manner without incurring interest or fees.
3. Prepare checks to be signed by the pastor or the approved signatory in the pastor's absence; ensure accuracy of checks compared to supporting documents.
4. Reconcile original receipts to credit card statements prior to payment.
5. Calculate and remit monthly Offertory and Education Fund assessments by the 15th of the following month.
6. Remit timely payments on bank loans and other notes payable.
7. Accrue expenses incurred, but not paid, at month end.

Payroll and benefits

1. Prepare payroll disbursements using authorized salaries and payroll deductions.
2. Coordinate biweekly payroll ensuring submission by Wednesday at noon.
3. Coordinate with Pastor to ensure available funds for payroll and payroll tax remittances.

Financial Reporting

1. Produce monthly financial statement package for Pastor and the Finance Council by the 15th of the following month.
2. Raise and discuss issues regarding parish financial condition and system of internal control with the Pastor, as necessary.
3. Prepare and submit annual parish financial report to the Archdiocesan Finance Office.
4. Prepare annual parish financial report to the parishioners.
5. Upon request, present financial condition at Parish Finance Council meetings.

Annual Budget

1. Prepare the annual parish budget by establishing the timeframe for the budget work, supplying historical financial information to parish staff for review, collecting budget input from parish staff, and summarizing input into the budget document.
2. Produce monthly reporting for the Pastor and Finance Council showing actual results compared with budget including explanation of significant variances.
3. Update the budget if actual results vary significantly from forecasted expectations.

Other General Expectation

1. Participate in Archdiocese meetings regarding parish financial operations and information technology.
2. Maintain currency in parish accounting software updates.
3. Be a good steward of parish finances to assure wise use of available funds.
4. Maintain open channel of communication with the Pastor.
5. Support the vision of the Pastor in planning the budget and following archdiocesan policies.
6. Be dependable in getting tasks done in a timely manner; prioritize and handle multiple projects and meet deadlines.
7. Work with Pastor, staff, donors, committees, volunteers, and others.