

**Old Saint Mary's Cathedral & Chinese Mission
Position Description**

Position: Bookkeeper

FLSA Status: Part time non-exempt (hourly position)

Reports To: Pastor

Essential Function:

This position performs the bookkeeping function for the following entities and main responsibilities include overseeing bank reconciliation, payables/receivables, general ledger, financial reporting and budget:

- Old St. Mary's Cathedral & Chinese Mission
- Paulist Fathers (local community)
- Paulist Center bookstore (which will likely be closing in June, 2021)
- Landmark #2 Fund (Corporation)

Major Responsibilities include:

- Budget preparations for the above entities
- Co-ordination of Paulist Budgets with Paulist General House (New York)
- Approve purchase orders relative to budgets
- Approve invoices and reimbursement requests for payment
 - Determines timing of release of payments based on Cash Flow Projections
- Monitors income and expenditures relative to budgets
- Financial Record Filings
 - Monthly and Quarterly Bookstore taxes with BOE
 - Annual reports of Landmark #2 with State BOE and IRS
 - Annual filing of Landmark #2 Corporation with State Register of Charitable Trusts
 - Fictitious Business Name: Bookstore-City and County of SF
 - Annual renewal of Bookstore's Seller Permit-City and County of SF
 - Annual Point of Sale registration with SF Dept. of Public Health
- Transfers monies between Parish, Bookstore and Paulist Accounts per cash flow requirements
- Co-ordinates medical reimbursements for Senior Paulist Fathers

Accounts Payable

- Review all bills and invoices, check for accuracy
- Prepare checks for Pastor's review and signature
- Post checks to cash disbursements and to Quickbooks
- Bank reconciliation for all entities
- Show all debits and credits on monthly bank statements,
- Identify all items needed to reconcile bank balance to book balance
- Post any necessary adjustments to books
- Prepare payroll for ADP processing
- Export payroll expenses to appropriate Cost Centers: Bookstore, Parish, Paulist Fathers
- Prepares and records deposits for all entities: Parish, Paulist, Bookstore
- Maintain Bookstore's account receivables
- Maintain employee personnel records
- Oversees maintenance of Accounting System

- Act as primary interface with auditors
- Files Worker's Comp reports with Insurance Company as necessary
- Maintains vacation and sick accruals for employees
- Issues Paulist stipends on quarterly basis
- Handles Lay Health record with BAS
- Processes MFIF for all employees

Financial Statements

- Prepare monthly statement of operations and submit to Pastor for review and approval
- Prepare quarterly statement of operations and submit to Pastor for review and approval
- Prepare annual statement of operations and submit to Pastor for review and approval.
- Make any necessary corrections and submit final report to the Archdiocese
- Oversee the tax compliance of the Parish and Bookstore's financial operations

Payroll

- Calculate payroll for the month.
- Prepare bank deposit ticket for payroll account based upon amounts needed.
- Check the payroll report for accuracy.
- Post payroll to cash register and general ledger.
- Prepare annual pension report for the Archdiocese.

Annual Budget

- Prepare with Pastor the annual salary schedule based upon scale amounts provided by the Archdiocese pay scales
- Based on historical costs and projected needs, projects and other annual expenses in addition to salaries
- Any other requests made by the Pastor, including attendance at finance council meetings

Experience Required:

He/she must have 2-4 years of experience as a bookkeeper with accounting skills in A/P, Bank reconciliation, journal entries, general ledger, financial reporting, demonstrating strong Excel knowledge and skill. Must also possess organizational and communication skills. The employee must pass a bookkeeping examination administered by the ADSF Finance Department and have QB and /or QBO experience. Previous experience in an educational and/or Catholic institution is preferred.

Education/Certifications:

A Bachelor's Degree is preferred.

To Apply: Please submit [application](#) and resume to Rev John Ardis at Old Saint Mary's Cathedral 660 California St. San Francisco, CA 94108 (415)288 3800

"Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records."