

Position Title: Parish Bookkeeper

Position Category: Parish Support Staff, Nonexempt

This Position Reports to: Business Manager

Scheduled Hours: 15-25 hours per week, Calendar Year

The Archdiocesan Pay Classification for this position is S-4

The Pay Range for this position is: (S-4) \$11.96 - \$17.95 per hour.

Position Description and Responsibilities:

This position is responsible for assisting the Business Manager in all business office functions.

The employee in this position:

Complies with all child protection protocols for the Archdiocese of Indianapolis.

Complies with all administrative practices and financial guidelines of the Archdiocese of Indianapolis and St. Joan of Arc Parish.

Maintains confidentiality of all parish information.

Participates in all required meetings and In-services.

Operates standard office equipment including copier, fax, computer, email, voicemail.

Is proficient in Microsoft Office Suite including Word, Excel and Outlook.

Is proficient in ACS Technologies Church Management software.

Uses other software packages as needed or requested.

Creates and uses Excel templates.

Is responsible for maintaining appropriate internal controls including receiving AP Authorization Signatures prior to dispersing funds

Is responsible for accurately preparing parishwide cash disbursements.

Inputs Payment Request Forms into computer system, print checks and posts cash disbursements.

Inputs Journal Entries with direction from Parish Business Manager

Researches payment information in ACS Technologies accounting system.

Prepares and distributes monthly financial reports within the parish and other related reports on the parish's behalf.

Maintains Charity Gaming accounts with direction from Parish Business Manager

Assists with financial projects.

Records Collection Receipts in ACS Technologies Software.

Sends standard tax letter for non-envelope contributions of \$250 or more.

Prepares contribution reports as requested.

Assists Business Manager with payroll, files appropriate state and federal taxes and forms in a timely manner

Fills in as receptionist when Parish Administrative Secretary is occupied.

Maintains business office equipment including copier, fax etc.

Files invoices, check copies, correspondence and other documents.

Prepares correspondence.

Prepares mailings.

Makes copies.

Works with and maintains good relationships with parish employees, groups and volunteers.

Performs any other related tasks as assigned by the Business Manager.

This position may require occasional extended hours.

This position may require occasional overnight travel.

This position may require occasional driving.

Physical demands:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, reach with hands and arms, and talk or hear.

The employee is required to have manual dexterity and motor coordination.

The noise level in the work environment is usually low to moderate.

Name

Date

7/26/2018