

BOOKKEEPER/ADMINISTRATIVE ASSISTANT

Southeast Rochester Catholic Community, consisting of Blessed Sacrament, St. Boniface and St. Mary's parishes is looking for a part-time Bookkeeper/Administrative Assistant to provide bookkeeping services and assist with certain administrative tasks for the parish under the direction of the Parish Finance Director.

JOB DUTIES/RESPONSIBILITIES:

1. Assures the development and maintenance of a financial bookkeeping system for the parish. Maintains accurate and current accounts payable and receivable ledgers.
2. Assures the maintenance of all banking accounts. Processes all invoices and check requests and assuring there is proper authorization for expenditures in all program and operating accounts. Prepares disbursement checks. Posts on-line cash receipts to general ledger. Reconciles bank statements on a monthly basis.
3. Assists with the coordination volunteers for money-counting and record-keeping. This is accomplished by recruiting, screening, training, supporting, and overseeing the work of volunteers for these tasks.
4. Provides assistance in the preparation of the annual budget. This is accomplished by providing the Finance Director with financial information as required, including current budget allocations, year-to-date balances, and anticipated financial needs for the future. Posts annual budget to accounting software system.
5. Participates in diocesan-sponsored training, workshops and classes.
6. Maintains parish certificate of insurance and hold harmless databases. This requires communication with vendors and insurance companies to ensure documents and renewal information is received on a timely basis.
7. Administrative tasks include the maintenance of and communication with parish volunteers with use of Ministry scheduling software program and ensuring that all volunteers satisfy their CASE (Creating a Safe Environment) requirement. Maintains CASE training document files.
8. Work with Pastor in preparation and distribution of weekly Mass Scripts and intentions.
9. Assist with coverage for Parish Secretary duties as needed.
10. Special projects as assigned by Parish Finance Director or Pastor.

NECESSARY QUALIFICATIONS:

1. General knowledge of the Catholic Church, Catholic Sacraments, Catholic rites and liturgies.
2. Clerical accounting experience is required.
3. Ability to produce accurate and current parish financial data as requested by the pastor, or Finance Director.
4. Ability to honor and maintain confidentiality.
5. Ability to set priorities and organize work effectively, efficiently, and independently.
6. High School degree or equivalent.
7. Part-time position 15-20 hours per week.