

OUR LADY OF THE SNOWS OFFICE MANAGER AND BOOKKEEPER

Position Summary: The Office Manager / Bookkeeper is responsible for the day to day office management at the parish office as well as the bookkeeping function.

Major Responsibilities and Regular Activities: The Office Manager / Bookkeeper ensures that the administrative and financial needs of the parishes are met on a regular and timely basis.

Financial Responsibilities

- Must have experience in an online accounting software, and be willing to learn Sage-Intacct software, and attend periodic ongoing training.
- Prepares monthly, quarterly, and year-end financial reports for the parishes, their finance councils and the diocese.
- Provides the necessary financial information to the parishes' finance councils for the planning and decision making.
- Assists Pastor & Finance Council with budget projection and enters budget into accounting software.
- Works with Pastor & Secretary to ensure that the proper internal controls pertaining to the safeguarding of assets are in place and followed.
- Maintains an accurate filing and record keeping and reporting system for all parishes' financial matters. This includes, but is not limited to, ensuring that the timely reconciliation of all accounts is performed.
- Posts donations the PDS database and provides reports to parishioners at end of year upon request.
- Processes the payrolls for compliance with diocesan policies and with federal and state regulations.
- Serves as a resource to parishes' organizations in all financial matters.

Administrative Responsibilities

- Collaborations with the parish secretary and facilities manager.
- Oversees the operation of parish computer system, telephone system and other equipment in collaboration with Secretary.
- Ensures effective use of INTAACT and PDS software for proper management for both parishes.
- Attends diocesan meetings for training and development in the area of bookkeeping.
- Oversees parishes salary and benefit polices for employees.
- Ensures compliance with diocesan policies and applicable federal and state labor laws and regulations with the assistance of diocesan staff.
- Orders all supplies as needed for office, faith formation and facilities as needed.

- All other duties as assigned.

SKILLS, KNOWLEDGE AND/OR ABILITIES

- Knowledge of accounting and record keeping principles and practices.
- Knowledge of cash flow management.
- Understanding of stewardship principles.
- Knowledge and ability in budgeting principles.
- Ability to maintain accurate collection and deposit records.
- Ability to communicate and collaborate with parish staff, organizations, councils, committees and parishioners.
- Working knowledge of computer operations and parish office equipment.
- Knowledge of diocesan record keeping requirements.
- Knowledge of human resource policies, procedures, and regulations.
- Awareness of liability and litigations procedures and ability to respond to federal, state and local laws.
- Good interpersonal and organizational skills.
- Understands and supports the mission of the parish and the Catholic Church.
- Ability to maintain strict confidentiality.

WORK HOURS AND STATUS

- 15-20 hours a week.
- This position is non-exempt

PHYSICAL REQUIREMENTS

- Ability to keystroke for 2-4 hours per day with reasonable breaks
- Ability to sit for 2-4 hours per day with reasonable breaks.
- Ability to bend, stoop and kneel occasionally
- Ability to answer the telephone & interact diplomatically with diverse personalities.