

## Sample Parish

### Position Description

**JOB TITLE:** Parish Secretary / Bookkeeper    **FLSA STATUS:** Non-Exempt

**REPORTS TO:** Pastor    **HRS/WK:** 20-30

**DATE:** February, 2012

#### PRIMARY PURPOSE:

Provide for the efficient operation of the parish business office and enhancement of staff effectiveness by performing secretarial and clerical support duties for the Pastor (and staff). Complete financial transactions for the parish, and school when applicable, in a timely and efficient manner.

#### MAIN RESPONSIBILITIES:

1. Responsible for all daily financial receipts, balancing by fund, preparing deposits of cash received, and recording in the QuickBooks software.
2. Ensures parishioner donations are recorded accurately in the contribution software and agree with the Quickbooks transactions. Prepares and issues annual contribution statements, more frequently as needed.
3. Reviews and processes all invoices and recurring monthly charges. Verifies for accuracy against purchase orders, receipts etc. Prepares an accounts payable voucher, obtains approval for payment, creates checks via QuickBooks. Obtains signature and issues checks. Files all paid invoices and expense vouchers.
4. Processes the monthly payroll in QuickBooks for all parish (and school as applicable) employees. Pays Federal and State withholdings and completes necessary tax reporting (e.g., 941s, W-2s, W-3s, 1096s, 1099s) in accordance with established requirements and timeframes. Forwards medical flex, 401(k) contributions, dependent care and other payments in accordance with guidelines/timeframes.
5. Maintains current information on all endowment, investment, parish sponsored organization and school activity group (where applicable) funds and records and reconciles this information in QuickBooks.
6. Completes a monthly bank reconciliation in QuickBooks for all parish and school checking, savings, and investment accounts.
7. Attends finance committee/board meetings to take minutes, present financial statements including the balance sheet, profit & loss vs. actual, and check register.

8. Responsible for the preparation of the annual budget.
9. Responsible for the accounting function of fundraising campaign/annual donation drives. Process and input pledges/payments. Prepare necessary tax letters/reports.
10. Composes correspondence as needed/requested. Prepares parish bulletin for review by the pastor and copies it for weekend distribution. May assist in the design/creation of newsletters or flyers to promote parish/school activities.
11. Answers phone calls. Takes messages as needed, obtaining complete information.
12. Maintains a complete system of records retention in cooperation with Diocesan Retention Guidelines. Reviews all prior years' retention – storing, saving, and destroying financial data as needed.
13. Responsible for maintaining a subsidiary ledger for property and equipment.
14. Assumes other duties as assigned - special projects or assisting in the absence of other employees.

**KNOWLEDGE, SKILLS, EXPERIENCE REQUIRED OR PREFERRED:**

Two year associate degree in accounting or business administration or equivalent work experience in a related field. Strong working knowledge of office equipment and office operations including hands-on computer skills utilizing QuickBooks, database and spreadsheet functions. Experience in public presentation of information and financial data is preferred.

Must be able to handle confidential information appropriately, be well organized with a good eye for detail, and be able to perform responsibilities effectively under occasionally stressful situations. Above average math and general accounting skills are essential. Excellent organizational and communication skills needed, including ability to deal tactfully and professionally with staff, administrative Boards, and the public.

**PHYSICAL AND COGNITIVE REQUIREMENTS:**

Sedentary work - involves sitting most of the time, walking and standing are required occasionally. There are no exposures to adverse environmental conditions. Clerical duties require working at distances close to the eyes; work deals with preparing and analyzing data and figures, use of computer terminals, extensive reading and visual interpretation.

Duties require following written, oral or diagrammatic instructions involving several concrete variables.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required in the position described and may be supplemented or amended as necessary.

I have read and understand these job duties and my supervisor has reviewed these requirements with me.

Reviewed with: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)

REVISED February 2012

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