Job Title: Bookkeeper I
Department: Administration
Position Classification: S-4 (Hourly) Part-time 20-23 hours per week.
Category: Non-Exempt
Reports to: Pastor / Parochial Administrator

Position Overview:
The Bookkeeper is responsible for maintaining the financial records of the parish by accurately recording the day to day financial transactions. The Bookkeeper provides timely and accurate financial information to the pastor, business manager, financial council, and ensures fiscal responsibility in parish operations.

Job Functions:
- Accounts Payable
  - Pay invoices in a timely manner.
  - Monitor cash flow.
- Money-Handling and Banking
  - Prepares deposits and records EFT donations.
  - Performs monthly bank reconciliations for all parish accounts.
  - Track and disburse funds for all second collections.
- Financial Reporting
  - Prepares all monthly and yearly financial statements.
  - Participates in budget preparation.
- Payroll/Personnel
  - Performs all payroll functions including payroll submission, vacation/sick time accruals, and payroll reports to the diocese.
  - Process paperwork for new hires and terminated employees/maintains personnel files.
  - Update and process all employee benefit information and enrollments.

Non Essential - Additional as needed:
- Attend necessary diocesan meetings, parish staff meetings, and other meetings as necessary.

Requirements:
- Strong computer skills – Word, Excel or the equivalent
- Understanding of basic accounting principles
- Excellent organization skills required

Please send cover letter and resume to Kevin Virrey
kevinvirrey@saintclementchurch.org or stckvirrey@gmail.com

Position to start April 1, 2022