



**Archdiocese of Los Angeles  
St. Agatha Catholic Church  
Parish Bookkeeper Job Description**

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**Department:** Administration

**Employment Status:** 30 hours/week, Non-exempt

**Supervisory Responsibilities:** None

**Supervised by:** Pastor

**Salary Grade:** Depending on experience.

**Revised:** February 2021

Position Summary:

Responsible for specific administrative functions of the parish finances; human resources; and parish fundraising

Duties and Responsibilities:

The following tasks are considered essential functions of the position.

Finance

- Participates in development of the annual budget, ensures expenditures comply with approved budget.
- Oversees maintenance of accurate records concerning all financial transactions, ensures required Church and government reports are filed as necessary.
- Prepares and presents monthly, quarterly and annual financial reports as required, in Spanish when applicable.
- Oversees payroll, ensuring employees are paid in accordance with appropriate laws, and payroll reports are filed as necessary.
- Maintains parish fundraisers and capital campaigns accounting and budgets.

Facilities

- Reviews campus weekly, recommends major repairs, remodeling and construction requiring expenditures in excess of budget; coordinates repair/construction activities to ensure they are done well, on time and within budget.
- Oversees the timely repair and replacement of all parish buildings, equipment, property, landscaping and grounds.
- Establishes and maintains an inventory of equipment and supplies and arranges for replacement as needed; coordinates purchasing of equipment and supplies, ensuring quality consistent with cost and service.
- Maintains vendor relationships and contracts.

Human Resources

- Oversees new hire requirements regarding benefits; maintains administration record keeping.
- Manages compensation, and staff paid time-off.
- Supports Pastoral Associate in resolving employee relations problems.

General Administration

- Assists with setting annual parish and department goals.
- Participates in bi-monthly Finance Council meetings, and provides the Council with the information and resources they need for their assessment and deliberations.
- Reviews procedures and policies for personnel and parish; develops methods to improve efficiency, reduce costs and give better service to the parish community.
- Attends parish and archdiocesan finance meetings and training as appropriate.
- Attends all staff meetings and events such as retreats, trainings as appropriate.
- Actively supports mission, philosophy and goals of the parish, attends events

### Qualifications – knowledge, skills and abilities:

- Budgets, accounting, facilities management, basic personnel and related laws
- Organization and long range planning
- Project management and or general management skills
- Strong oral and written communication with diplomacy and professionalism
- Proficient in QuickBooks Pro 2016 and Proficient in Microsoft Office (Word and Excel)
- Ability to translate documents.
- Knowledge of contemporary Human Resource practices, policies and procedures
- Bilingual proficiency strongly preferred, Spanish (written, spoken, read)

### Physical Requirements

- Sit for sustained periods of time on a daily basis
- Occasionally lift up to 20 pounds
- Perform tasks requiring intermittent bending, stooping, going up stairs and walking
- Sustain frequent movement of the fingers, wrists, hand and arms

### Compensation

Depending on qualifications and based upon the LA Archdiocese salary schedule for a full-time bookkeeper. This position provides a compatible archdiocese health and insurance package, for full-time employees.

### Application Procedure

The application period for this position is **open until filled**.

This job description seeks to provide information regarding the primary duties of this position for prospective applicants. Duties and responsibilities described may be assigned or reassigned at the discretion of management and the pastor in keeping with the changing needs of the parish.

To apply, please send your resume and a brief cover letter about relevant skills and experience to:

[franthony@stagathas.org](mailto:franthony@stagathas.org)