Our Lady of Perpetual Help Catholic Church

Chattanooga, TN

Diocese of Knoxville

JOB DESCRIPTION

PARISH BOOKKEEPER

THIS POSITION REPORTS TO THE BUSINESS MANAGER

JOB SUMMARY

The purpose of this job is to provide bookkeeping and related financial – administrative services to the parish church and school at the direction of the Pastor and Business Manager.

This position is full time – exempt, compensated by salary and qualifies for full benefits.

KEY RESULT AREAS AND DUTIES

1. Maintains accurate records of parish church and school finances
   a. Verifies and deposits parish collections and other monetary receipts
   b. Post parishioner contributions in parish financial data system
   c. Maintains accurate accounts receivable and payable ledgers
   d. Receives and deposits parish school tuition and book/registrations fees
   e. Prepares appropriate financial reports and statements to the Pastor and Business Manager

2. Prepares and processes staff payroll
   a. Ensures that appropriate taxes and other authorized deductions are withheld

3. Processes all accounts payable liabilities
   a. Ensures all payments are made accurately and timely.

4. Processes appropriate reports and financial requests in an effective manner.
   a. Prepares government reports on a timely basis

5. a. Assures that all contributions to the parish are accounted for in an accurate and timely manner
   b. Processes check requests and assures there is no proper authorization for parish expenditures
   c. Reconciles bank statements on a monthly basis
6. Serves as a resource to the staff of the parish and school in the area of bookkeeping and financial records

7. Serves the parish as a substitute to the Parish Secretary to include all duties of that position

QUALIFICATIONS AND EXPERIENCE

Active member of a Roman Catholic parish community. Demonstrated successful work experience establishing and maintaining a bookkeeping system consistent with the Diocese of Knoxville guidelines. Ability to produce accurate parish and school financial data in a timely manner. Demonstrated verbal and written communication skills and an ability to honor and maintain strict level of confidentiality. An appropriate education and bookkeeping courses are required.