

Job Description

Tri-Parish of St. Joseph, Good Thunder
St. Matthew, Vernon Center
St. Teresa, Mapleton

Job Title: Tri-Parish Accountant
Reports to: Parish Pastor
FLSA Status: Part-time
Effective Date: September 2020

Position Summary:

The Tri-Parish Accountant is a person of Christian faith and a steward of the financial resources of the parish. The work of the Tri-Parish Accountant is intended to support the work of the Pastor and Parishes to enable other ministries to function effectively. The position serves the accounting functions of the Tri-Parish. The individual in this position shall strive to maintain the vision and direction of the Tri-Parish community.

Supervisory Responsibilities: None

Essential Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

Financial:

- Attend Parish and Tri-Parish Finance Council meetings and file minutes
- Attend meetings of the Finance Council to report on the financial condition of the parish, providing financial reports to members at least one week in advance of meeting
- Assure proper financial support for the missions, the poor, and the local and universal church
- Prepare checks for signing by Pastor for all three parishes
- Enter bills, print checks and mail payments
- Maintain and monitor an accurate and up-to-date account of parish's finances
- Prepare and issue timely payment for all accounts payable
- Review and record weekly and special collection money counting and recording, prepared by volunteers, and ensure adherence to diocesan guidelines, including development and enforcement of consistent cash control procedures at all parishes
- Record and maintain individual donor and pledge information for all parishes, including communicating pledge statements and reminders to individual parishioners
- Prepare and coordinate distribution of annual contribution statements to parishioners
- Process semi-monthly and monthly payroll using accounting software and issue checks or initiate direct deposit for payment of wages
- Submit timely federal and state payroll tax deposits, including Social Security, Medicare and other withholding deductions
- Prepare and file quarterly or annual federal and state payroll returns/reports
- Prepare, distribute and file all W-2 forms for all employees and required 1099 forms for vendors
- Prepare monthly and annual financial reports and/or statistical reports as requested

Payroll and HR:

- Prepare timesheets of hourly employees for Pastor to approve
- Provided necessary paperwork and forms to all new employees and ensure completion