

Diocese of Sacramento

JOB DESCRIPTION

PARISH: St. John the Evangelist School	POSITION STATUS: P/T
POSITION: Bookkeeper	SCHEDULE: 20-25 hours per week
CATEGORY: Non-Exempt	

SUPERVISOR: Principal, Christie Horton

JOB SUMMARY: As a member of the parish administrative staff, the Bookkeeper provides day to day fiscal and operational services and computer input/output services in accordance with diocesan recommended internal control procedures.

ESSENTIAL FUNCTIONS:

1. Cash Receipts Cycle
 - Record cash receipts in the general ledger and subsidiary records
 - Perform month-end reconciliation procedures
2. Cash Disbursement Cycle
 - Process vendor invoices
 - Prepare checks for signature by the Pastor
 - Record checks in the general ledger and cash disbursements journal
 - Perform month-end reconciliation procedures
3. Payroll
 - Obtain and gather applicable payroll and employee benefit information for processing
 - Compute wages and withholdings
 - Process payroll through ADP
 - Perform month-end reconciliation procedures
 - Prepare annual payroll information returns (W-2s, 1099s, etc.)
4. General Ledger and Financial Statements
 - Prepare monthly journal entries
 - Reconcile bank accounts and other general ledger accounts
 - Review general ledger activity and post adjusting journal entries
 - Produce (print out) the monthly general ledger and financial statements
5. Other
 - Provide computer input/output services for other parish functions (e.g. census and donation records)
 - Assist Pastor and his advisors with budget, when requested
 - Prepare correspondence related to parish accounts
 - Prepare high volume/bulk mailing
 - Coordinate volunteers to count cash from weekend collections, parish events, etc.
 - Assist in implementation of recommendations outlined in diocesan management reports.
6. Other duties as assigned.

MINIMUM QUALIFICATIONS:

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Education: High school diploma or equivalent.

Experience: Three years of experience in bookkeeping.

Skills / Knowledge: Proficient in Microsoft Word and Excel; excellent phone skills; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload while meeting deadlines.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE