

# Diocese of Sacramento

## JOB DESCRIPTION

<b>PARISH:</b> Radio Santisimo Sacramento	<b>POSITION STATUS:</b> Fulltime
<b>POSITION:</b> Bookkeeper	<b>SCHEDULE:</b> 9am to 5pm
<b>CATEGORY:</b> Non-Exempt	

**SUPERVISOR:** Direct Report to the General Manager

**JOB DESCRIPTION:** Under the general direction of the General Manager, the incumbent is responsible for monitoring and reporting the financial status of Radio Santisimo Sacramento. The incumbent will be part of the administrative staff of the radio, responsible for providing day to day bookkeeping services for radio operations in accordance with Generally Accepted Accounting Principles and Diocesan internal control procedures. Knowledge of Quickbooks is desirable.

### 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 General Manager
  - 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.)
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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
  - Prepare Monthly Reports on the financial status of the radio.
5. Other
  - Assist General Manager with budget, as necessary.
  - Establish files for different radio events and maintain a record of profits or losses for each event.
  - Prepare correspondence related to radio accounts
  - Maintain filing system.
  - Assist in implementation of recommendations outlined in diocesan management reports.

6. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** High school diploma, some semester of studies in Business or CPA, or equivalent experience the field.

**Experience:** Three years of experience in bookkeeping.

**Skills / Knowledge:** Proficient in Quickbooks, Microsoft Word and Excel; excellent oral and written communication skills; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance;; practicing Catholic with knowledge and general understanding of the Catholic Church; Excellent interpersonal skills. Able to work in a team-oriented environment and be able to handle multiple assignments and prioritize workload while meeting deadlines.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE