

Diocese of Sacramento

JOB DESCRIPTION

Dept:	Schools
Position:	Shared Services Bookkeeper
Classification:	Non-Exempt
Schedule:	Full Time

Reports To: Shared Services Accounting Manager

Essential Functions: As a member of the staff of the School Department and under the supervision of the Shared Services Accounting Manager, the Shared Services Bookkeeper is responsible for the accurate completion of the following tasks for schools participating in Shared Services Center.

Tuition Management

- Record cash receipts in the general ledger using information from the FACTS tuition management system, which also serves as each school's accounts receivable subsidiary ledger
- Perform month-end accounts receivable and tuition revenue reconciliation procedures

Accounts Payable

- Process vendor invoices and prepare checks for principal signature
- Facilitate mailing of vendor invoices and checks to and from schools
- Perform month-end reconciliation procedures as needed
- Prepare annual Form 1099 for vendors

Payroll and Benefits

- Obtain and gather applicable payroll information (e.g., time sheets, teacher contracts, etc.)
- Calculate employee benefit withholdings for payroll processing
- Compute wages and withholdings and process payroll through ADP and enter into accounting software
- Entry of monthly benefit billings from RETA Trust and review of billings for accuracy.

General Ledger and Financial Statements

- Prepare monthly journal entries using the accrual method of accounting
- Reconcile bank accounts and other general ledger accounts on a near weekly basis
- Additional duties as requested by the Shared Services Accounting Manager

General Responsibilities:

- Communicates professionally and in a timely manner
- May need to periodically travel to schools
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes financial and other background checks as well as Safe Environment training

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree in Accounting or Finance preferred

Experience: Three to five years of bookkeeping experience preferred

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church required
- Service oriented individual willing to assist school personnel with limited financial experience
- Understanding and knowledge of accounting principles, practices, and standards
- Proficiency with MS Office, specifically Excel and Word
- Experience working with accounting software
- Exhibits ability to meet deadlines and manage multiple responsibilities
- Exhibits ability to effectively manage and supervise employees
- Demonstrates excellent written and verbal communication skills