Diocese of Sacramento
JOB DESCRIPTION

PARISH: **St. Catherine of Siena** **POSITION STATUS: Part Time (15 hr./week)**

POSITION: **Parish Bookkeeper**
SCHEDULE: 3 days per week (approx.. 15 hours total)

CATEGORY: Non-Exempt, Casual Part time

SUPERVISOR: Pastor

JOB SUMMARY: The Parish Bookkeeper provides day to day financial and operational services and computer input/output services in accordance with Diocesan internal control procedures. Has direct responsibility for the administration of personnel policies and procedures, human resource management, and financial management of the parish.

ESSENTIAL FUNCTIONS: Applies the professional skills and knowledge of specialized field to perform work without specific directions using considerable judgment. Collaborates with and advises pastor.

Financial Responsibilities:

- Responsible for maintaining an adequate internal control system to safeguard parish assets and ensure the efficient stewardship of parish resources.
- Prepare, administer and review the budget process in collaboration with the pastor, the Finance Council and other committees. Assist the Finance Council in preparing the annual budget.
- Serve as liaison between the parish and the diocesan finance office in financial matters including any requests for approval of parish expenditures of more than $15,000.

Book Keeping Functions:

1. Cash Receipts
    - Record cash receipts in the general ledger and subsidiary records
        - QuickBooks
        - ParishSoft Offering Module
    - Perform month-end reconciliation procedures
2. Cash Disbursements
    - Process vendor invoices and check requests for approval, ensuring compliance with Diocesan policy and legal requirements.
    - 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, and 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. Financial Statements
    - Prepare and submit monthly Financial Reporting to Pastor and Parish Finance council
        - Income and Expense
        - Collection trends
        - Capital Campaign results
        - Other reporting as requested
6. Other duties as assigned, including
    - Respond and fulfill requests of the pastor.
    - Attend staff meetings and other committee meetings as appropriate. Attend diocesan meeting where appropriate for training and development.
    - Ensure that the Diocese of Sacramento safe-environment protocols are in place and followed.
    - Collaborate with the Finance Council.

MINIMUM QUALIFICATIONS:

Education: B. A. in accounting, finance, or equivalent.

Experience: Three years of bookkeeping experience, or professional experience in accounting or business financial management.

Skills / **Knowledge:** Knowledge of the Church's mission in the Diocese of Sacramento; practicing Catholic with knowledge and understanding of the Catholic Church in general; general accounting methods and practices, including general ledger, accounts receivable and payable, payroll, taxation, and personnel record keeping; reports writing; correct English usage, spelling, grammar, and punctuation; effective telephone techniques, and filing systems; proficiency in Microsoft Excel and Word; experience with QuickBooks helpful.

Ability to: Perform testing of account records and internal control systems; analyze accounting and financial data, prepare and deliver written and oral reports with clarity, accuracy, and substance; understands computer programs and application to audit and accounting systems; work well with pastors, other diocesan administrators, and staff, use independent judgment.

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EMPLOYEE SIGNATURE DATE SUPERVISOR SIGNATURE DATE