

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Sacred Heart parish School

POSITION: School Bookkeeper

CATEGORY: Non-Exempt

POSITION STATUS: PT/FT

SUPERVISOR: School Principal

JOB SUMMARY: The Bookkeeper provides day to day fiscal and operational services and computer input/output services in accordance with diocesan recommended internal control procedures. The bookkeeper is accountable to the principal and expected to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and in the staff and parent handbooks of Sacred Heart Parish School and adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS:

General Ledger and Financial Statements

- Applies knowledge of bookkeeping principles and practices of laws, rules and regulations controlling budgetary, internal record keeping and contract procedures in performance of job duties
- Maintains and reconciles journals, ledgers and record books
- Reconcile bank accounts and other general ledger accounts
- Review general ledger activity and post adjusting journal entries
- Prepares periodic financial and statistical information and reports
- Receives, deposits, disburses internal funds and maintains control of departmental budgets
- Issues purchase orders and deals with vendors
- Receives and audits moneys collected
- prepares check for signature and handles payments

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.)

Other

- Assist principal with budget; meets with Diocesan Financial Officer for budget review
- Assist in implementation of recommendations outlined in diocesan management report

General Responsibilities:

- As part of the educational ministry of the Diocese of Sacramento, participates in school liturgies
- Exhibits flexibility in the day-to-day school environment
- Communicates professionally and in a timely manner with pastor, principal, colleagues, parents, and students
- Adheres to Code of Ethical Conduct

- 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 background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Performs additional duties as requested by the principal
- Participates in ongoing evaluation for accreditation for Sacred Heart Parish School

Other Responsibilities as designated by the principal:

MINIMUM QUALIFICATIONS:

Education: High School graduate

Experience: Three years of experience in bookkeeping

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church preferred
- Confirms knowledge of Sacred Heart Parish School mission
- Displays competence in bookkeeping practices
- Exhibits ability to meet deadlines
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in Microsoft Word, Excel, and computerized software
- Displays proficiency and ability to integrate software
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE