



# Holy Trinity Catholic Church

## Job Description

### Bookkeeper/Office Support

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**Employee:**  
**Supervisor:** Pastor (Bookkeeper)  
Office Manager (Office Support)

**Status:** Full Time (35-40 Hours)  
**Compensation:** \$26-\$30/ hour

#### Summary Description:

As a member of the parish administrative staff, the Bookkeeper/Office Support position is responsible for providing financial and office support services that contribute to the effective operation of Holy Trinity Parish. This position maintains the parish's financial records in accordance with diocesan policies and recommended internal control procedures, while also providing front office reception, administrative assistance, and clerical support to the Pastor, parish staff, ministries, and volunteers.

#### Bookkeeper Duties and Responsibilities:

1. Weekly Collections & Reporting
  - Reconcile weekly counts to bank deposits.
  - Prepare and accurately record weekly count summaries on Excel and in QuickBooks.
  - File deposit documentation.
  - Provide copies of reporting to the Pastor.
2. Accounts Payable
  - Process vendor invoice and Credit Card Charges. Ensure appropriate coding by expense account and ministry.
  - Ensure payments are supported by invoices. Submit invoices to the Pastor for approval before payment.
  - Prepare checks and obtain the Pastor's signature. Mail or distribute checks to payees.
  - File payment records.
3. Monthly
  - Reconcile all parish bank accounts.
  - Submit bank reconciliation reports to the Pastor for review and approval.
  - Prepare financial reports and supporting documents for Finance Council meetings, working closely with the Finance Council Chair and the Pastor.
  - Prepare the Monthly Collection Report for the parish bulletin.
4. Quarterly

- Review QuickBooks to ensure transactions are recorded accurately.
5. ParishStaq (Donor Management Software)
    - Oversee donation entry to ensure all office and online donations are recorded accurately.
    - Ensure office donations are entered in both QuickBooks and ParishStaq.
    - Review new registrations to prevent duplicate records.
    - Prepare and mail annual donation statements for parishioners for tax purposes.
    - Giving Envelope Management
  6. Payroll
    - Review employee timecards in ADP for accuracy and completeness.
    - Verify employee hours, leave, and any payroll adjustments prior to processing.
    - Coordinate with employees, supervisors and the Pastor to resolve any payroll discrepancies.
    - Process payroll through ADP.
    - Perform month-end payroll reconciliation and ensure payroll expenses are properly recorded in QuickBooks.
    - Prepare and distribute annual information returns (1099s, etc.).
  7. Other
    - Provide administrative and financial support to the Pastor and collaborate with the Finance Council on parish financial matters.
    - Assist the Pastor with special projects, reports, and other duties as assigned.
    - Perform other bookkeeping and office support responsibilities as needed to support the mission and operations of the parish. Including: preparation of budget and annual reports to Parishioners & Diocese. Assist in implementation of recommendations outlined in diocesan management and review reports.

**Office Support Responsibilities:**

1. Answer and direct incoming telephone calls in a courteous, professional, and welcoming manner.
2. Provide accurate information regarding parish programs, services, Mass schedules, sacraments, and events, or refer inquiries to the appropriate staff member.
3. Take clear, accurate, and timely messages and ensure they are promptly delivered to the appropriate staff member.
4. Greet parishioners, visitors, volunteers, and vendors warmly, identify their needs, and assist or direct them to the appropriate person or ministry.
5. Maintain a welcoming, organized, and professional reception area.
6. Receive and distribute deliveries, incoming mail/emails and correspondence as appropriate.
7. Assist parishioners with general office requests, including Mass intentions, sacramental records, parish registration, and other routine administrative matters.
8. Maintain office files, forms, and supplies, and assist in keeping the parish office organized and well stocked.
9. Assist with preparing correspondence, forms, reports, and other parish documents as requested.
10. Support parish staff with administrative and clerical duties, including photocopying, scanning, filing, and data entry.

11. Maintain confidentiality of parishioner, employee, and parish records at all times.
12. Perform other administrative and office support duties as assigned by the Pastor or supervisor.

#### MINIMUM QUALIFICATION:S

**Education:** High School Diploma or Equivalent

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

#### Skills / Knowledge:

- Proficient in Microsoft Word, Excel, and QuickBooks.
- Experience with ParishStaq donor management software preferred
- Experience with ADP Payroll management software preferred.
- Strong clerical, administrative, and office management skills with exceptional accuracy and attention to detail.
- Excellent organizational, time management, and multitasking abilities, with a proven ability to prioritize assignments and meet deadlines.
- Outstanding customer service and telephone communication skills, with professional demeanor and appearance.
- Effective written and verbal communication skills, including correct spelling, grammar, and punctuation.
- Ability to maintain strict confidentiality and exercise sound judgment when handling sensitive information.
- Skilled in interpreting and applying policies, procedures, rules, and regulations.
- Strong mathematical aptitude with the ability to perform accurate calculations and maintain detailed financial and administrative records.
- Experienced in compiling, maintaining, and preparing accurate records, reports, and correspondence.
- Proficient in operating standard office equipment and business office technology.
- Ability to analyze situations, solve problems effectively, and adapt to changing priorities.
- Works collaboratively in a team-oriented environment while building positive relationships with individuals from diverse backgrounds and cultures.
- Courteous and professional when assisting the public in person, by telephone, or through written communication.
- Practicing Catholic with a strong knowledge and understanding of the teachings, mission, and ministries of the Catholic Church.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE