

Job Title: Parish Bookkeeper
Locations: St. Jude the Apostle Parish, which includes St. Andrew Secondary Mission Church and St. Stephen Parish
Office Location: St. Jude the Apostle Church
Reports to: Both Pastors of St. Jude the Apostle Parish and St. Stephen Parish
Classification: Hourly
FLSA: Non-Exempt; Part-Time (hours can vary depending on needs)

Summary:

The parish bookkeeper works in the financial areas of the parishes by performing various accounting and report functions. The Bookkeeper is involved in all aspects of the day-to-day accounting functions (Accounts Receivable, Accounts Payable, and general ledger) of the organization; and will be actively involved in the month-end closing process.

Duties and Responsibilities:

- Assisting the pastors and finance councils develop and implement controls.
- Assisting the pastors and finance councils to maintain diocesan financial policies.
- Enter deposits into proper accounts in the bookkeeping system.
- Process and prepare checks for accounts payable.
- Reconcile bank and credit card accounts.
- Maintain organized financial records and files.
- May process payroll, including withholding requirements and report.
- Create appropriate reports as requested by staff or finance council.
- Administer/monitor special fund raising, including Bishop's Appeal, special collections, other club/organization activity.

Banking areas:

With proper separation of duties taken into account, involved in depositing parish funds or reconciling deposit slips to money counter sheets.

Budget areas:

- Assist the pastors and finance councils in building a budget according to diocesan financial policies.
- Enter approved budgetary figures for each account.
- Communicate budget overruns to appropriate persons.
- Create reports on budgeting as needed for staff or finance councils.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:** High School diploma or equivalent; Associate degree preferred; at least one to three years of previous bookkeeping experience.
- **Religious Requirement:** Must be a practicing Roman Catholic who upholds the teaching and traditions of the Catholic Church and who possesses a sound working knowledge of the Catholic faith and Church hierarchy.
- **Skills and Abilities:**
 - Attention to detail
 - Problem solving skills
 - Excellent written and verbal communication skills
 - Ability to multi-task
 - Strong organizational skills
 - Able to work well with others
 - Keeps sensitive information confidential
 - Computer Skills:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Outlook
 - QuickBooks Online
- **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The position requires the ability to verbally converse with other individuals, organize and track large amounts of paperwork, and move and lift objects of ten pounds. Requires moderate amount of time sitting. Requires use of office equipment including telephone, personal computer, calculator, and copy and fax machine.

The parishes of St. Jude the Apostle, which includes St. Andrew Secondary Mission Church, and St. Stephen came together several years ago. We need a bookkeeper who solely oversees the financial operations of these institutions.

To apply, please contact and send your resume to Deacon Richard Brogdon at rcbrogdon@eriercd.org or call St. Jude the Apostle at 814-833-0927.