



FAMILY OF PARISHES

Holy Spirit Family of Parishes

(St Augustine St Benedict Our Lady of Grace (Corpus & Mercy) Queen of Martyrs)
519 LISCUM DR., DAYTON, OHIO 45417-2218

JOB DESCRIPTION

Position Title: Bookkeeper

Status: Full-time, exempt

Reports to: Director of Administration

Compensation: Negotiable based on level of experience

Primary Function

The Bookkeeper at Holy Spirit Family of Parishes maintain accurate financial records by recording daily transactions (sales, purchases, expenses), reconciling bank statements, managing accounts payable/receivable, processing payroll, and generating financial reports like profit and loss statements. The Bookkeeper ensure compliance with financial regulations.

Key duties of a bookkeeper include:

- **Recording Transactions:** Logging daily financial transactions (purchases, receipts, and payments) into accounting software.
- **Reconciling Bank Accounts:** Matching bank and credit card statements to company records to identify errors, missing payments.
- **Accounts Payable and Receivable:** Managing outgoing bills (paying vendors) and tracking incoming payments from customers.
- **Payroll Processing:** Calculating employee wages, deductions, and tax compliance.
- **Financial Reporting:** Preparing monthly financial statements, including balance sheets and income statements, to track financial health.
- **Data Management:** Ensuring accuracy in the general ledger and maintaining proper documentation.

Bookkeeper skills and qualifications

Candidate must demonstrate computer proficiency, time management and financial reporting skills, which may be important for success in this role. Basic cash flow analysis and attention to details.

You might list these skills in your bookkeeper job description:

- Basic knowledge of bookkeeping and accounting methods, including double-entry bookkeeping, accrual accounting and cash accounting
- Strong math skills to calculate debits and credits to accounts and complete account reconciliations
- Experience entering transactions into accounting software programs, such as QuickBooks and Xero, ParishSoft

- Ability to use spreadsheets and accounting software to produce key financial reports, such as income statements, balance sheets, cash flow statements, accounts payable (AP) statements and accounts receivable (AR) statements
- Understanding of basic tax liabilities, including payroll and sales tax
- Familiarity with laws and regulations related to the preparation of financial statements
- Analytical skills to identify errors or discrepancies
- Communication and interpersonal skills to collaborate with accounting team members