

**St. Maximilian Kolbe Parish
5720 Hamilton Mason Road
Liberty Township OH 45011
513-777-4322**

Position Title: **BOOKKEEPER**

Status: Part-time, Non-exempt

Reports to: Director of Finance and Administration

JOB SUMMARY: The Bookkeeper provides accounting services so that timely, accurate information can be used to manage the operations of the parish and aid in making strategic financial decisions.

MAJOR RESPONSIBILITIES & REGULAR ACTIVITIES:

1. Financial Responsibilities
 - Provides bookkeeping services for church and auxiliary accounts
 - Maintain parishioner donation records from electronic giving
 - Records receipts for all bank deposits and performs bank reconciliations
 - Maintains PayPal and Square accounts
 - Reconciles credit card statements
 - Works with vendors to resolve payment issues
 - Obtains W-9 forms and certificates of insurance from vendors; processes year end 1099s
 - Provides weekly financial numbers to publish in parish bulletin
 - Provides monthly account updates to staff and ministry leaders
2. Personnel Responsibilities
 - Provides biweekly payroll services via third party payroll vendor
3. Other
 - Backup for Administrative Assistants as needed
 - All other things deemed necessary by the pastor or his designee

SKILLS, KNOWLEDGE, ABILITIES, EXPECTATIONS:

- Excellent verbal and written communication skills
- Proficiency with accounting processes and accounting software
- Excellent record keeping, data entry and review skills – observant, accurate, and detail-oriented
- Proficiency with databases and basic office software
- Strong organizational skills and the ability to multi-task with ease and professionalism
- Ability to prioritize, be flexible, and meet deadlines
- Proven ability to use discretion and maintain confidentiality in all matters
- Strong interpersonal skills and the ability to build relationships with parishioners, visitors and staff
- Demonstrated initiative with a “can do” attitude to problem-solving
- Demonstrated professional maturity and the ability to represent the parish to those who call or visit
- Knowledge of parish and archdiocesan policies relative to position and responsibilities

EDUCATION, TRAINING AND/OR EXPERIENCE:

- Two-year accounting degree or a minimum of two years of accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger, and financial reporting
- Active member of a Roman Catholic parish is preferred
- Experience working with the public

WORKING ENVIRONMENT:

- 25 variable hours Monday through Friday; occasional holiday hours may be required, with advance notice; scheduled hours to be approved by supervisor
- Position requires sitting at a computer for most tasks, and the ability to operate standard office equipment and keyboards
- Must have the ability to lift, carry and/or move files, packages and other items

ACKNOWLEDGEMENT:

Employees of St. Maximilian Kolbe Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Maximilian Kolbe Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops with regard to Catholic teaching. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.