

## **BOOKKEEPER**

### **ST. JOSEPH, PILLAR OF FAMILIES**

(Holy Angels, Sidney; Sacred Heart of Jesus, McCartyville;  
St. Michael, Fort Loramie; and Sts. Peter & Paul, Newport)

**Position Title:** Bookkeeper/Payroll Manager  
**Status:** Full-Time, Non-Exempt, 12 Months  
**Reports to:** Business Manager

#### **PRIMARY FUNCTION**

Provides day to day fiscal and operational services for St. Joseph, Pillar of Families

#### **MAJOR POSITION RESPONSIBILITIES**

- Prepares bi-weekly payroll
- Manages all payroll systems
- Prepares bank deposits and records receipts
- Prepares vouchers including coding and payment of outstanding invoices
- Monthly reconciliation of all bank accounts
- Prints all monthly financial reports
- Prepares annual budgets for approval
- Attends finance committee meetings
- Miscellaneous duties as assigned by the Pastor and/or Business Manager
- Maintain confidentiality in all office matters

#### **SKILLS, KNOWLEDGE AND/OR ABILITY**

- Must have bookkeeping skills
- Must have computer skills
- Must be able to prioritize daily tasks
- Must have organizational skills
- Ability to work with and take direction from others
- Ability to meet deadlines
- Ability to maintain confidentiality
- Ability to perform outlined tasks

#### **EDUCATION, TRAINING AND/OR EXPERIENCE**

Prior experience in bookkeeping and payroll is required.

#### **WORKING ENVIRONMENT**

Parish Office – 119 E Water St, Sidney, OH

Employees of St. Joseph Pillar of Families will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Joseph Pillar of Families. 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. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.