



## ST. GERTRUDE PRIORY

DOMINICAN FRIARS

7630 SHAWNEE RUN ROAD • CINCINNATI, OHIO 45243-3009

PHONE: (513) 561-5954

FAX: (513) 527-3971

### BOOKKEEPER POSITION DESCRIPTION

POSITION TITLE: Priory Bookkeeper  
REPORTS TO: Prior, Procurator, Novice Master  
CLASSIFICATION: Part-Time Hourly Non-Exempt

#### PRIMARY FUNCTION OF THIS POSITION:

The Bookkeeper provides day to day fiscal and operational services for St. Gertrude Priory and the Dominican Novitiate at St. Gertrude Priory.

#### CATHOLIC MISSION

Employees of St. Gertrude Priory will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Gertrude Priory. 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 Dominican Province of St. Joseph, 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.

#### WORKING HOURS:

Three (3) days per week usually from 9:00 am to 2:00 pm.

#### ESSENTIAL DUTIES:

1. Provides bookkeeping services to St. Gertrude Priory
  - a. Properly codes and pays outstanding bills and reimbursement requests, filing the invoices, and recording the transactions in QuickBooks
  - b. Keeps records of all donations and sends tax acknowledgements for all donations over \$250
  - c. Prepares bank deposits, taking them to the bank, filing records of the deposits, and recording the transactions in QuickBooks
  - d. Prepares end of month reports, reviewing them with the Procurator, filing them, and sending electronic copies as needed
  - e. Reviews and reconciles the checking account statements from the bank, filing the records of the reconciliation
  - f. Maintains and organizes all financial files
  - g. Reviews and reconciles the statements for the investment portfolio, filing the records of the reconciliation

2. Provides Bookkeeping services to the Dominican Novitiate  
see items a-f above. (The Novitiate does not have an investment portfolio.)
3. Manages four novenas per year for St. Gertrude Priory (Christmas, Easter, Mother's Day, and Father's Day), ensuring enough materials are available, submitting bulletin announcements to St. Gertrude Parish, recording and depositing donations for each novena, and filing appropriate records,
4. Manages the Mass Intention Account for St. Gertrude Priory
  - a. Processes and deposits donations for Mass intension requests, recording each request
  - b. Records when the requested Masses have been celebrated, issuing checks for the donation to St. Gertrude Priory
  - c. Reviews and reconciles the checking account statement for the Mass Intentions account, filing the records of the reconciliation
5. Answers the phone and front door as needed.
6. Orders office supplies and stamps for the priory. Keeps mailroom and Bookkeeper workspace clean and well organized.

#### QUALIFICATIONS:

1. Three or more years' experience as a bookkeeper or similar position
2. Knowledge of bookkeeping skills and financial procedures
3. Computer skills including QuickBooks, Microsoft Word, and Microsoft Excel
4. Ability to communicate effectively and gracefully in person, on the phone, and in written communications
5. Ability to maintain confidentiality, discretion, and a respectful and courteous disposition

#### RESPONSIBILITY FOR QUANTIFIABLE MEASURES:

Is accountable for Priory and Novitiate funds and must be accurate in all areas of responsibility.

#### WORKING ENVIRONMENT:

Work in a standard office environment of sitting, standing and walking as needed.