

## **BOOKKEEPER/PAYROLL MANAGER**

### **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, Exempt  
**Reports to:** Director of Administration

### **PRIMARY FUNCTION**

Provides day to day fiscal and operational services for St. Joseph, Pillar of Families; oversees all payroll functions and duties for all parish employees for the family of parishes.

### **MAJOR POSITION RESPONSIBILITIES**

- Provides computer input/out services for accounting and census
- Prepares bank deposits and records receipts
- Prepares vouchers including coding and payment of outstanding invoices
- Prepares financial statements as required
- Prepares annual budgets for approval
- Prepares payroll and all associated reports
- Attends quarterly finance committee meetings
- Prepares payroll and all associated reports
- Oversees and performs all payroll duties
- Other duties as assigned by the Director of Administration/Pastor
- Maintain confidentiality in all Family matters

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

- Must have bookkeeping skills
- Must have computer skills
- Must have organizational skills
- Ability to work independently
- Ability to meet deadlines
- Ability to maintain confidentiality
- Ability to perform outlined tasks in a timely manner

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

Three to five (3-5) years' experience in bookkeeping required, payroll experience is a plus.

### **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.