



ST. GERTRUDE PRIORY

DOMINICAN FRIARS

7630 SHAWNEE RUN ROAD • CINCINNATI, OHIO 45243-3009

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ST. GERTRUDE PRIORY POSITION DESCRIPTION

POSITION TITLE: Priory Bookkeeper

REPORTS TO: Prior, Procurator, Novice Master

CLASSIFICATION: Part-Time Hourly Non Exempt

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 publically oppose the teachings of the Catholic faith nor publically 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.

PRIMARY FUNCTION OF THIS POSITION:

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

COLLABORATES:

Prior, Procurator, Novice Master

WORKING HOURS:

3 days per week usually from 9am to 2pm

ESSENTIAL DUTIES:

1. Dominican Fathers accounts and Dominican Novitiate account:
 - a. Code and pay all bills and deposits using Quick Books Pro for these accounts.
 - b. Print Month End reports for Friars and go over monthly reports with Procurator and Novice Master.
 - c. Maintain hard copies of all deposits and monthly reports in a binder from computer generated copies.
 - d. Reconcile all accounts to back statements at month end.
 - e. Prepare all bank deposits and take them to the bank.
 - f. Work with the Procurator to prepare annual budget for the Dominican Friars.
 - g. Work with the Novice Master to prepare annual budget for the Dominican Novitiate.
 - h. Send monthly reports for all accounts to Dominican Provincial Office.
 - i. Petty Cash: No petty cash is kept in the office. The Novice Procurator handles petty cash and keeps a record of expenses. When he needs a reimbursement, code those expenses, write a check and take it to the bank to get the cash.
2. Order supplies and postage as needed
 - a. Keep supply room organized.
3. Answer the phone and front door as needed.

4. Order Christmas, Easter, Mother's and Father's Day Novena Cards. Send Bulletin and lector sheet announcements for each of these novenas to the parish bulletin editor to announce to the parish.
 - a. Prepare the novena intention envelopes to be placed on the Altar during the novenas by removing the donations. Prepare deposits from the novenas and take to the bank.
5. Send tax acknowledgements for all donations over \$250 or more. Keep a binder of all donations.
6. Dominican Mass Intention Account:
 - a. Match Mass Intention slips with stipends to ensure stipends match number of masses requested.
 - b. Prepare stipends for deposit.
 - c. Type mass Intentions in the Mass Intention Program in the computer. Print out pages in duplicate, keeping on copy in the binder and giving the other copy to the Procurator to place in the sacristy for the Friars to sign after he offers the Mass. These sheets are then returned to match against the copy in the binder. Total the amount on each sheet of Mass Intentions that have been fulfilled. Then write a check to the Dominican Fathers checking account for the Masses offered. When there is an overabundance of intentions that cannot be said in the year received, send them to the Dominican Missions along with the stipend. Keep a record and copy of the pages and numbers of the Masses sent in the event they are lost in the mail.

QUALIFICATIONS:

1. 5 or more years as a bookkeeper
2. Strong accounting skills including knowledge of financial procedures.
3. Excellent computer and data entry skills including proficiency with Quick Books Pro, MS Word and Excel
4. Ability to communicate effectively and gracefully in person, on the phone and in written communications
5. Demonstrates a history of good judgement, initiative, confidentiality and discretion
6. Utilize time and work in an organized and proficient manner.
7. Respectful, cheerful 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.

I agree as the **Priory Bookkeeper** to the above arrangements made between myself and St. Gertrude Priory.

Signed _____
Employee Signature Date

Signed _____
Prior Signature Date