

PERSONNEL POLICY GUIDELINES FOR PARISHES
JOB DESCRIPTION - BOOKKEEPER

I. IDENTIFYING INFORMATION

Position Title:	BOOKKEEPER
Status:	Part-time; Non-Exempt, 12 months
Work Hours	Monday through Thursday
Reports to:	Business Manager

II. PRIMARY FUNCTION OF THIS POSITION

The Bookkeeper provides day to day fiscal and operational services, computer input/output services.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

- Provides bookkeeping for the parish and school
- Provides computer input/output services for accounting and census
- Prepares bank deposits donations for the Parish, School and the other ministries. and records receipts
- Other deposit for FACTS, and Kinderconnect (preschool program)
- Prepares vouchers including coding and payment of outstanding invoices.
- Reconciles parish and school credit cards
- May maintain tuition and school accounts • Other duties as assigned by the Business Manager
- Be available and helpful to the Business Manager in any capacity needed. This may include, but be limited to, furnishing report, helping maintain employee files, etc.
- Other duties as needed.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE AND/OR ABILITIES (SKAs)

- Must have bookkeeping skills
- • Must have computer skills
- • Must have organizational skills
- • Must have ability to meet deadlines
- • Must have ability to maintain confidentiality
- • Must have ability to perform outlined task

B. EDUCATION, TRAINING AND/OR EXPERIENCE

- Knowledge of and skill in using personal computers
- • Three to five (3-5) years' experience in bookkeeping
- • Previous training or applicable experience

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

Is accountable for parish and school funds and must meet deadlines for payroll filings, etc., to avoid significant financial penalties

VI. WORKING ENVIRONMENT

Parish Office

Employees of St. Francis de Sales Parish School 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 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. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

VII. ACKNOWLEDGEMENT

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date