

**Prince of Peace Parish of Linwood MI  
Position Description**

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<b>TITLE:</b>	<b>Parish Bookkeeper</b>	<b>Date: October 2024</b>
<b>SUPERVISOR:</b>	<b>Business Manager</b>	
<b>STATUS:</b>	<b>Part-Time, Hourly, Non-Exempt (15-19hpw)</b>	

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**GENERAL DESCRIPTION**

The Parish Bookkeeper collaborates with the Pastor, Business Manager, and the parish Finance Council to establish best practices, policies, and procedures regarding the financial health of the parish. Works closely with the Pastor, Business Manager, and Parish Finance Council in preparing budgets and analyzing financial reports. Maintains a professional and welcoming work environment.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Financial Statements / General Ledger / Reconciliations
- Accounts Payable / Accounts Receivable / Annual Appeal / Special Collections
- Payroll Processing / Taxes / Reporting / Payroll & Tax Reconciliations
- Process bi-weekly payroll through Paycor.
- Complete monthly IPDL account transfers.
- Prepare and send year end contribution statements for parishioners.
- Complete monthly bank statement reconciliation.
- Assist Pastor, Business Manager, and Finance Council with annual budget.
- Coordinate with the Business Manager the completion and submission of the Diocese of Saginaw Year End Report.
- Ensure that all parish and diocesan procedures are followed in the handling of money.
- Perform other business functions as assigned by the Business Manager.

**ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- Position reports to Business Manager
- Maintains professional work relationships with parish staff and volunteers
- Collaborates with Finance Council, attends regular meetings
- Adheres to federal and state labor laws and employment practices
- Attends Diocesan workshops and training sessions as needed.

**QUALIFICATIONS & SKILLS**

**Education:** College degree or higher in Accounting, or equivalent.

**Experience:** A minimum of three years prior bookkeeping experience is required. Requires a sound understanding of generally accepted accounting principles (GAAP).

**Job Related Skills:** Understanding of accounting software and Microsoft software applications (such as: Microsoft Excel/Word/Outlook/PowerPoint) is required. Must also possess a working knowledge of the internet, computers, and office equipment including, standard keyboard, 10-key calculator, etc. Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret statistics. Ability to use U.S. standards of currency and measurement.

**Interpersonal Skills:** The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior. Be an active member of a Catholic faith community. Support and implement the mission of the parish.

**Language skills:** Ability to read and comprehend simple instructions, write short correspondence, effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**WORKING CONDITIONS**

- **Hours of Work:** Typical work schedule is during normal business hours; evening and weekend availability as needed.
- **Nature of Work:** Work environment is primarily in an office setting where the employee is required to do extensive computer work. Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- Valid Driver’s License is required.
- Regular, reliable attendance is required.

**ADDITIONAL REQUIREMENTS**

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

**JOB DESCRIPTION REVIEW AND ACCEPTANCE**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

**SIGNATURES**

- *Supervisor’s signature indicates assignment of duties, line of supervision*
- *Employee’s signature, after hire, indicates acceptance of duties and supervision*

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_