

**Diocese of Saginaw
Parish Support Bookkeeper**

NAME:

DATE:

TITLE: Bookkeeper

DEPARTMENT/OFFICE:

SUPERVISOR: Chief Financial Officer

STATUS: Hourly, Non-Exempt (Approximately 24 hours per week)

I. JOB SUMMARY

This job description is for a person working at the Diocese to serve as bookkeeper for multiple parishes. The person will maintain General Ledger, generate financial statements, prepare / produce budget reports, complete bank reconciliations, process payroll and related duties. Oversee areas of cash disbursements and cash receipts, including the automated capture, repair and processing of checks and other transit items as well as oversee the cash collection and entry process. Balancing and processing duties pertinent to a batch transaction environment. The position is expected to use sound judgment in carrying out routine duties and responsibilities of the Finance Office. The position may supplement the Diocesan finance team as deemed necessary.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the Diocesan policy and procedures manuals.

II. ESSENTIAL JOB RESPONSIBILITIES

This job could include the following as required by the parish after agreement and consultation with the Pastor, Administrator, or Director of Parish Life:

1. Financial Statements / General Ledger / Reconciliations
2. Ability to accurately prepare general ledger journal entries
3. Explain Financial Statements to various finance and non-finance people within the parish
4. Process and review payroll / Taxes / Reporting and provide year end reconciliation
5. Oversee cash handling
6. Provide miscellaneous duties as assigned by the Chief Finance Officer
7. Oversee accounts payable
8. Preparation of annual budget
9. Provide training to others in a small group setting
10. Willingness to travel to parish on a regular basis
11. Regular attendance, confidentiality and timelines are essential for this job

III. OTHER POSITION RESPONSIBILITIES

1. Complies with federal, state, and local safety laws
2. Maintains a neat and safe work area
3. Attends parish finance council meetings
4. Performs other duties as assigned
5. Attend Diocesan workshops / training sessions

IV. ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Working relationships with Diocesan Finance Team
- Working relationship with Pastor / Administrator / Director of Parish Life
- Working relationship with parish staff
- Must attend meetings and work with Parish Finance Council

V. SKILLS AND QUALIFICATIONS

Education: Bachelors degree in accounting, finance or business management.

Experience: Minimum of three years of experience as an accountant, administrator or manager of an office required. Thorough understanding of double entry bookkeeping including debits and credits. Fluent knowledge of Microsoft Excel, Word, and Outlook required. Must have experience with accounting software. Must have an understanding of a Catholic parish.

Job Related Skills: An understanding of communications and the Catholic perspective; the ability to both serve and lead others; excellent communication skills and knowledge of office equipment. Expert knowledge of accounting and Microsoft software applications (Microsoft Word, Microsoft Outlook, Excel, and PowerPoint). Ability to problem solve and trouble shoot. Ability to minister without losing sight of loss prevention, asset protection and required policies and procedures.

Interpersonal Skills: The ability to work with others in a collaborative team environment.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate to parishioners, staff and other employees of the Diocese.

Mathematical Skills: 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.

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

Working Environment: The ability to maintain confidential information is highly important.

VI. WORKING CONDITIONS

- Hours of work; typical work schedule is during normal business hours, evening, weekend availability as needed. Meets with Finance Councils as required
- Nature of work is primarily in 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 required

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 to indicate assignment of duties, line of supervision*
- *Employee's, after hire, to indicate acceptance of duties and supervision*

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____