

# St. Xavier Parish

## Job Description

<b>Job Title:</b> Parish Bookkeeper	<b>Last Update:</b> June 2006
<b>Reports to:</b> Business Manager	<b>Status:</b> Full-time; Exempt

### Position Summary:

Perform all bookkeeping functions for the parish.

### Bookkeeping Duties and Responsibilities:

#### 1. Perform all bookkeeping duties:

- Handle all bookkeeping entries, including paying all bills and making all deposits weekly into the Quickbooks program
- Responsible for the record keeping for the capital campaign(s). Including posting the deposits (in Quickbooks) and maintaining the pledge receivable balances (in PDS).
- Assist in the preparation of the reports for the Parish Finance Council meeting (reports are to be reviewed by Business Manager before they are distributed to the Parish Finance Council members)
- Preparation of Financial Reports to the Diocese.
- Enter budget figures provided by Business Manager into QuickBooks and other reports for financial meetings.

#### 2. Perform all payroll functions:

to include the tracking and administering of payroll taxes monthly, quarterly and annually. To include processing of pension and other deductions as required.

#### 3. Prepare budget estimates

- to include creating budget estimates for all assigned accounts

#### 4. Maintain the parish census report:

preparing the parish census report for the financial meetings and diocesan reports.

#### 5. Manage all transactions with the bank, including:

- Processing of Electronic Funds Transfers
- Processing of Credit Card transactions
- Monthly bank reconciliation
- Coordinate deposits with bank for pickup by courier.

#### 6. Posting the collections in PDS and Quickbooks.

#### 7. Bishop's Annual Appeal: Prepare reports and make the deposits.

#### 8. Manage and order office supplies.

#### 9. Manage Catholic Times subscriptions. To include balancing reports from the Diocese to contributions received.

#### 10. Proofread Bulletins for the Parish Secretary and provide additional back up as necessary.

#### 11. Provide staff with monthly printout of their department's reported income and expenses

#### 12. Pay stipend account to Priest for Mass intentions.

#### 13. Back-up for Parish Secretary on critical office duties (phones, Bulletin, etc.)

#### 14. Maintain Parish Sacrament Books: Baptism, Confirmation, First Eucharist, Matrimony and Deaths

#### 15. Other duties as required.

### Qualifications

The individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

1. High School graduate or GED required. Associates or Bachelors desirable.
2. Must be proficient in Excel and Quickbooks
3. Must have computer skills, to include proficiency in Microsoft Office.
4. Must be able to work with minimal supervision and consistent self-discipline.
5. Must have initiative, discretion and judgment when making decisions.
6. Must have organizational, interpersonal, mathematical, and communication skills.