

JOB DESCRIPTION

THE KEWEENAW CATHOLIC COMMUNITY (Sacred Heart, St Paul the Apostle, Our Lady of Peace)

POSITION TITLE: Bookkeeper
EMPLOYMENT STATUS: Part Time, Non-Exempt
DIRECTLY RESPONSIBLE TO: Pastor

PURPOSE: Provide day to day fiscal and operational services, computer input/output services. Support pastor in his responsibilities of parish administrative duties and be a steward of the physical, financial, and personnel resources of the parish. Coordinate with pastor and finance councils to manage all financial affairs of parish including financial and property management and financial support system.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Preparation of payroll in accordance with Paycor & parish procedures, reports and records, including time sheets.
- Provide computer input/output services for accounting and census.
- Prepare bank deposits, record receipts, and accountability of each individual parish funds and payment of accounts payable.
- Prepare vouchers, including coding and payment of outstanding invoices with pastor approval.
- Prepare checks for payment, make bank deposits as required. Record all receipts, disbursements and journal entries in computer using PDS software required by the Diocese of Marquette.
- Reconcile parish books.
- Prepare financial statements
- Prepare monthly balance sheet, income statement and general ledger and provide 1 copy to the Pastor and all individual Finance Council chairs
- Prepare monthly per parish check register and make available to all members of individual Finance Councils.
- Prepare Parish Annual Finance Report (PAFR) and Financial Government Report for each parish at fiscal year-end and have approved by Pastor and Finance Council.
- Maintain Keweenaw Catholic Community religious education accounts.
- Coordinate and gather necessary financial records for parish audits.
- Maintain filing system – PDS.
- Record keeper for bingo and raffles. Prepare weekly, monthly and quarterly bingo reports; bingo deposits, licenses, etc.
- Process UPCSA pledges & payments in accord with diocesan policies.
- Execute proper MCC and/or DOM procedures for construction and use of facilities.

- Maintain accuracy of all financial files and records, and establish a responsible cash flow management system
- Prepare, administer, and review budget process in collaboration with finance and other commissions, subject to review and/or approval by Finance Council, as required
- Act as liaison between the parish and the diocese in financial matters
- Reconcile various parish organizations' funds; e.g. PE Women's Club and SH Funeral Fund
- Establish and maintain personnel evaluation process according to Parish and DOM procedures
- Oversee the management of the parish financial records
- Coordinate parish liability, property insurance and workers' compensation with the diocesan general insurance program
- Maintain good working relationships, effective communications between parish community, various groups and outside authorities
- Monitor paperwork related to any major construction, improvement or repair; e.g. Docs to and conversation with DOM, Docs between parish and contractor(s) (Liability insurance, Hold harmless, etc.), Process payments at behest of finance council(s)
- Coordinate with Pastor and Finance Councils to manage bids process for major work with DOM
- Coordinate with building committees to monitor preventative maintenance programs for all properties

JOB QUALIFICATIONS:

- Knowledge of accounting principles, bookkeeping, computer and organizational skills.
- Previous training and/or 3-5 years of experience in accounting/bookkeeping
- Ability to meet deadlines, maintain confidentiality and perform outlined tasks
- Good organizational, record-keeping, facilitation and interpersonal communication skills
- Ability to present oneself professionally
- Ability to work an unpredictable schedule when necessary

ADMINISTRATION:

Hours: 25 hours per week, Monday thru Friday 8:30 a.m. to 1:30 p.m. Additional hours as needed and approved by pastor.

Hourly wage: \$ per hour

Effective: mm dd yyyy

Year End Evaluations