

Diocese of Sacramento

JOB DESCRIPTION

PARISH:	St. John the Evangelist Parish, Carmichael
POSITION:	Bookkeeper
CLASSIFICATION:	Contract
SCHEDULE:	10 hours per week

SUPERVISOR: Pastor

JOB SUMMARY: The Bookkeeper provides fiscal and operational services and computer generated reports to the pastor and his advisers.

ESSENTIAL FUNCTIONS:

Cash Receipts and Disbursement Cycle

- Record cash receipts in the general ledger
- Process vendor invoices
- Prepare checks for signature by the Pastor
- Perform month-end reconciliation procedures

Payroll

- Obtain and gather applicable payroll and employee benefit information for processing
- Process payroll through ADP
- Perform month-end reconciliation procedures

General Ledger and Financial Statements

- Reconcile bank accounts and other general ledger accounts
- Review general ledger activity and post adjusting journal entries
- Prepare annual tax reports as needed (1099, sales tax, etc.)
- Produce and distribute the monthly financial statements

Other

- Prepare budgets and related reports with input from Pastor and staff
- Prepare reports for and attend Finance Council meetings
- Prepare Annual Financial Report to diocese and parish
- Prepare correspondence related to parish accounts
- Assist in implementation of recommendations outlined in diocesan management reports.
- Confer with Parish School Bookkeeper as needed
- Other duties as directed by the pastor

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MINIMUM QUALIFICATIONS:

Education, Training and/or Experience: Graduation from high school and three years experience in bookkeeping.

Skills/Knowledge: Required proficiency in Quick Books; knowledge of general accounting methods and practices, including general ledger, accounts receivable and payable, payroll, taxation, and personnel record keeping; ability to analyze accounting and financial data; prepare and deliver written and oral reports with clarity, accuracy, and substance; proficient in Microsoft Word and Excel; excellent phone skills; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise.