

# BOOKKEEPER JOB DESCRIPTION

**TITLE:** Bookkeeper

**QUALIFICATIONS:** High School Diploma, above average secretarial and computer skills, training and/or experience in the accounting field, demonstrated high degree of accuracy, detailed oriented person.

**REPORTS TO:** Pastor

**TERMS OF EMPLOYMENT:** 40 hours per week, 12 months

**JOB FUNCTION:** To perform accounting activities for the parishes assigned.

## **PERFORMANCE RESPONSIBILITIES:**

1. Prepares and delivers bank deposits for all areas of responsibility.
2. Maintains a complete and systematic set of records of all financial transactions in the areas of responsibility.
3. Maintains a record of receipts and allocates them to the correct accounts.
4. Prepares and distributes accounts payable and payroll checks in area of responsibility.
5. Maintains files for accounts payable in area of responsibility.
6. Conducts reconciliation procedures for all established accounts in area of responsibility.
7. Prepares and files payroll taxes, reports and W-2s as necessary.
8. Maintains payroll records for employees of assigned activities.
9. Prepares statements for all established accounts as necessary.

10. Maintains record of national collections and submits them to the Diocese.
11. Works with pastor on budget and purchases.
12. Maintains a safe and orderly work area.
13. Assists in promoting a positive and hospitable office climate.
14. Other duties as assigned.