

June 2019

DIOCESE OF RAPID CITY

JOB DESCRIPTION

- TITLE:** Parish Accountant
- QUALIFICATIONS:** High School Diploma, training and/or experience in the accounting field, demonstrated high degree of accuracy, detail oriented person.
- REPORTS TO:** Parish Accounting Manager
- EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Diocesan Personnel Policies Manual, Section 6 Performance Review.
- TERMS OF EMPLOYMENT:** Fulltime/Support/Non Exempt
- JOB FUNCTION:** To perform accounting activities for assigned entities and parishes.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a complete and systematic set of records of all financial transactions in the areas of responsibility.
2. Performs accounting duties for parishes based on the contract that has been established between the Diocese and the parish. Records time spent on each parish or entity.
3. Prepares deposits for all entities and assists with delivering bank deposits to banks as needed.
4. Assists with preparation of budgets and monthly reports for assigned entities and parishes.
5. Assists with reviewing parish financial reports and investigating variances.
6. Assists in supporting parish personnel on accounting software and bookkeeping tasks as needed.
7. Conducts reconciliation procedures and preparation of all items needing filing or mailing (payroll taxes, W-2's, 1099's, contribution statements) for all assigned entities and parishes.

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8. Maintains payroll, retirement and insurance records for each employee.
9. Maintains a safe and orderly work area.
10. Provides for his/her own spiritual and professional growth.
11. Assists in promoting a positive and hospitable office climate.
12. Speaks positively about the Diocese of Rapid City.
13. Other duties as assigned.