

Diocese of Sacramento

JOB DESCRIPTION

PARISH:	
POSITION:	Bookkeeper
CLASSIFICATION:	Non-Exempt
SCHEDULE:	Full Time

SUPERVISOR: Pastor

JOB SUMMARY: As a member of the parish administrative staff, the Bookkeeper provides day to day fiscal and operational services and computer input/output services in accordance with diocesan recommended internal control procedures.

ESSENTIAL FUNCTIONS:

Cash receipts Cycle

- Make deposits
- Process cash receipts
- Record cash receipts in the general ledger and subsidiary records
- Perform month-end reconciliation procedures

Cash Disbursement Cycle

- Process vender invoices
- Prepare checks for signature by the Pastor
- Record checks in the general ledger and cash disbursements journal
- Perform month-end reconciliation procedures

Payroll

- Obtain and gather applicable payroll and employee benefit information for processing
- Compute wages and withholdings
- Prepare payroll checks and deposit payroll taxes
- Perform month-end reconciliation procedures
- Prepare quarterly payroll tax returns and Diocesan reports
- Prepare annual payroll information returns (W-2s, 1099s, etc.)

General Ledger and Financial Statements

- Prepare monthly journal entries
- Reconcile bank accounts and other general ledger accounts
- Review general ledger activity and post adjusting journal entries
- Produce (print out) the monthly general ledger and financial statements

Other

- Provide computer input/output services for other parish functions (e.g. census and donation records)
- Assist Pastor and his advisors with budget, when requested
- Prepare correspondence related to parish accounts
- Prepare high volume/bulk mailing
- Coordinate volunteers to count cash from weekend collections, parish events, etc.
- Assist in implementation of recommendations outlined in diocesan management reports.
- Other duties as assigned

MINIMUM QUALIFICATIONS:

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

Skills/Knowledge: Competent bookkeeping, computer, and organizational skills; ability to meet deadlines, maintain confidentiality, and perform all essential functions; professional temperament.

Familiarize oneself with all aspects of Diocesan policies and procedures for finances by studying the Parish Financial Management Handbook available online at the diocesan website www.diocese-sacramento.org.

Employee Signature

Date

Supervisor Signature

Date