

Diocese of Sacramento

JOB DESCRIPTION

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

SUPERVISOR: Principal

JOB SUMMARY: As a member of the school 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
- Performs collection procedures for late tuition payments

Cash Disbursement Cycle

- Process vender invoices
- Prepare checks for signature by the Principal
- 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
- Financial aid record keeping and scholarships
- Provide financial reports to clubs, athletics, parent groups, and fundraisers.

Other

- FMLA/PDL/CFRA Leaves of Absences coordination
- Conduct benefits open enrollment annually

- Manage school employees health insurance benefits
- Secure liability insurance certificates
- Provide computer input/output services for other school functions (e.g. census and donation records)
- Assist Principal with budget information
- Prepare correspondence related to school accounts
- Prepare high volume/bulk mailing
- Assist in implementation of recommendations outlined in diocesan management reports.
- Prepare termination forms and final checks
- Maintain I-9 records on all employees
- Fingerprinting record keeping - volunteers and employees
- Process workers' compensation claims and maintain records
- Perform new hire orientations
- Other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of: The School's mission in the Diocese of Sacramento; double entry bookkeeping methods, office practices and procedures, receptionist and telephone techniques.

Ability to: Work as a team member; manage financial systems, post data with accuracy, prepare financial reports, record and deposit all fees and payments, prepare accounts payable and receivable; keep files current; maintain adequate inventory of office supplies; and work effectively with volunteers.

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

Experience: Three years of experience in the maintenance of financial or statistical records, preferably including experience with double entry bookkeeping; public contact experience helpful.

Education: Associate of Arts degree or equivalent.

Physical/Mental Requirements: Required coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment.

Required Activities: Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying, and keyboarding.

Working Environment: The school bookkeeper works Monday through Friday. Overtime may occasionally be required.

I agree to fulfill the requirements of the aforementioned job description of school bookkeeper.

Employee's Signature Date

Supervisor's Signature Date