

Holy Spirit Parish Montgomery, AL

Job Description

POSITION: BOOKKEEPER

SUPERVISOR: PASTOR

JOB DESCRIPTION: The Parish Bookkeeper assists the Pastor by providing supervision and direction in the areas of Finances and Personnel

GENERAL RESPONSIBILITIES

Major Position Responsibilities and Regular Activities include:

1. Provides bookkeeping and payroll services to the parish
 - a. Accounts Payable
 - b. Bank deposits
 - c. Payroll preparation
 - d. Maintain general ledger/journal entries
 - e. Implement electronic funds transfers
2. Maintains parishioner tithing records
 - a. Maintain parishioner contribution records
 - b. Provide requested reports
 - c. Print/mail parishioner statements as needed
3. Provides procedural guidance to collection counters ensuring consistency and accuracy among teams
4. Prepares monthly Financial Statements including Income Statement and Balance Sheet and update monthly year-to-date collection report
5. Reconciles bank statement monthly and sends a copy to a member of the Finance Committee for review
6. Prepares the annual Parish budget working with the Pastor and ministry chairs and presents the final budget for review and approval by the Finance Committee. Provides the ministry chairs with monthly reports of expenditures and budgets. Will obtain explanation for line items over budget

7. Attend quarterly Finance Council meetings and prepare and present financial statements and budget variances with explanations
8. Personnel
 - a. Provide new hires forms to be completed and sent to the Archdiocese
 - b. Have new hires complete background check and child protection training
 - c. Instruct new hires that employment is not completed until approved by the Archdiocese
 - d. Provide Employee Handbook and explain benefits

POSITION SPECIFICATIONS/REQUIREMENTS

1. Skills, Knowledge and/or Abilities
 - a. Knowledge of basic accounting principles
 - b. Ability to use various computer software programs (Microsoft Office products), ability to learn custom church software
 - c. Ability to use various office machines (copier, folder, postage meter, phones, etc.) or ability to learn
 - d. Ability to meet deadlines
 - e. Ability to maintain confidentiality
2. Education, Training and/or Experience
 - a. High school diploma, with some college accounting courses preferred
 - b. Three years previous bookkeeping experience required with references
 - c. Good communication skills and interpersonal office skills
 - d. Must pass the Archdiocese of Mobile's background check

RESPONSIBILITY FOR QUANTIFIABLE MEASURES

Is accountable for parish funds and responsible for meeting deadlines for bill payments and payroll tax payments to avoid penalties and fees. Is responsible for the timely entry of bookkeeping and parish tithing data and preparation of Parish Financial Statements.

WORKING ENVIRONMENT

Part time office hours Monday through Friday, in a casual environment

