

ARCHDIOCESE OF PORTLAND IN OREGON

JOB DESCRIPTION

POSITION NAME: Bookkeeper	PARISH: St. Cecilia
REPORTS TO: Business Manager	EFFECTIVE DATE: 06.06.18
CLASSIFICATION: Nonexempt – Part Time	APPROVED:

GENERAL STATEMENT OF DUTIES:

Provides bookkeeping and related administrative services support to the Parish/School at the direction of the Business Manager.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Maintains accurate records of parish/school funds. Prepare & process Accounts Payable, Accounts Receivable & Journals. Keep school principal informed regarding past due accounts. Prepare financial reports monthly and on request.
2. Prepare and process payroll monthly. Reconcile ADP reports to G/L and make retirement account payments.
3. Prepare & record bank deposits. Record school online payments daily. Reconcile bank statement monthly.
4. Process check requests and assure there is proper authorization for expenditures
5. Assists in preparation of annual Parish/School budget.
6. Prepare archdiocesan and government reports.
7. Posts parishioner contributions in database, prepare annual contribution statements & other database reports. Make sure contributions per database reconcile to G/L for all funds.
8. Maintain parishioner database including additions and deletions. Make all address changes.
9. Update religious education online registration forms in RegPacks. Record payments. Trouble shoot any issues with RE registration. Prepare reports and student statements for coordinators.
10. Maintain a strict level of confidentiality on all matters relating to Parish/School business.
11. Create and process tuition EFTs monthly, post to RenWeb and apply payments to family register.
12. Provide accounting support for school fundraisers, i.e. scrip and auction. Count scrip inventory with

- PA coordinator.
13. Process all background checks for parish groups.
 14. Performs other work-related duties as requested.

JOB SCOPE:

Position encounters both recurring work situations and variations and questions. Incumbent operates from specific and definite directions and instructions, but also determines own practices and procedures, performing with moderate supervision.

COMMUNICATION/CLIENT CONTACT:

Contacts are made with others both inside and outside the organization, either by telephone, email or in person. Contacts frequently contain confidential/sensitive matters necessitating discretion at all times. Contacts are made by both supervisor request and on the employee's own initiative.

SPECIFIC JOB SKILLS:

Understanding of general bookkeeping principles and payroll tax laws. Proficiency with PC software, calculator and all basic office equipment, including experience with spreadsheet, word processing, accounting, and payroll systems. Must be able to prioritize workload to meet demands. Requires excellent organizational skills with ability to meet deadlines and good communication skills, both verbal and written. High level of accuracy and attention to detail with ability to maintain confidentiality. Requires extensive close work and keyboarding at 40-50 wpm and 10-key by touch.

EDUCATION AND/OR EXPERIENCE:

A.A. degree or equivalent in Accounting or Bookkeeping and/or three to five years' experience in accounting environment. Two to four years' experience in parish, pastoral center or other related entity preferred, along with knowledge and understanding of church organization and operational procedures. Practicing Catholic preferred. Bilingual in Spanish preferred. Valid driver's license.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

JOB CONDITION:

Work is performed in an office setting. Employee may be required to attend an occasional evening meeting and do extensive computer work.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES: N/A

Employee Signature

Supervisor Signature