

**POSITION DESCRIPTION: PART-TIME BOOKKEEPER**

**POSITION:** Part-Time Bookkeeper

**REPORTS TO:** Business and Finance Director

**POSITION SUMMARY:** Position is responsible for performing basic data input from parish transactions, including posting transactions, maintaining accounts and maintaining an organized process and filing of financial data. The position supports the Business and Finance Director in processing financial data.

Hours of service: 9:00a-3:00p Monday-Thursday, 9:00a-12:00p Friday (25 Hours/ Week)

**PRIMARY RESPONSIBILITIES:**

- Records accurate and timely financial and demographic data in QuickBooks and/or ParishSoft
- Maintains internal parish controls, including storage and permanent retention of historical materials per Archdiocesan protocols and customary financial processes
- Maintains accounts by verifying, allocating, and posting transactions in QuickBooks
- Contributes to team effort by accomplishing related results as needed
- Maintains personnel records for school personnel and parish staff as directed by the Business and Finance Director
- Prepares the weekly bank deposit in an accurate and timely manner
- Other duties as assigned

**KEY PERFORMANCE INDICATORS (kpis)**

- Demonstrates positive verbal and nonverbal communication skills
- Demonstrates understanding of accounts payable process, accounting skills and data entry
- Exhibits familiarity with the Catholic Church and related financial processes
- Demonstrates high efficiency with processes and procedures
- Demonstrates comprehension of Microsoft Office and QuickBooks
- Exemplifies strong attention to detail
- Demonstrates awareness of the importance and compliance with confidentiality

**REQUIRED EXPERIENCE AND EDUCATION:**

- Require basic competence in using Microsoft Office or similar software
- Practicing Catholic
- Prefer bachelors degree in accounting or business (may accept experience in place of degree)
- Prefer 1-2 years progressive, prior experience working in the role of a bookkeeper