

St. Gabriel the Archangel Catholic Church
POSITION DESCRIPTION

POSITION TITLE:	BOOKKEEPER
Date:	January 2019
FLSA	Non Exempt
Reports to:	Business Administrator
Indirectly Reports to:	Pastor
Provides work direction to:	Volunteers, Cemetery Committee
Receives work direction from:	Business Administrator, Pastor, Cemetery Committee
Resource Person To:	Cemetery Committee, Other committees & organizations upon request; liaison to parish groups
This position is full time with benefits	
Hours hired to work:	Full Time; 35-40 hrs week/12 months (2080 hours). Additional hours as position responsibilities require.

Purpose of Position: To manage financial processes & records for the Parish and Cemetery. To manage day-to-day operations of the cemetery and assist the cemetery committee. To be a staff presence at the Mainstreet location, extend hospitality to callers and visitors, all as reflected within the vision of the pastor and the parish mission.

CHURCH EMPLOYMENT RESPONSIBILITIES: Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Roman Catholic Doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided. **This position DOES NOT require that the employee be Catholic.**

REPRESENTATIVE RESPONSIBILITIES

1. ***Be present where needed, ready to work as needed to meet responsibilities.** Includes recognizing when situations require more effort, requesting more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality & attendance and ensuring all is ready and taken care of.
2. ***Help create a productive and harmonious work environment.** Promote good morale, adequate communication and cooperative teamwork.
3. ***Maintain an accurate computerized accounting program for the parish & cemetery.** Record all transactions correctly. Manage payables and receivables on a timely basis. Produce required and requested reports for staff, committees, and the Archdiocese.
4. ***Manage contributions.** Coordinate & oversee money counting process and procedures. Process ACH & credit card donations. Manage the recording of contributions into the parish database.
5. ***Assist in financial management of the parish & cemetery.** Follow Archdiocesan Internal Security Control Procedures in all financial matters. Participate in preparation of the annual parish & cemetery budgets. Assist parish business administrator in other financial functions as requested.
6. ***Maintain current and historical financial records for the parish & cemetery.** Keep required historical documentation in accessible filing formats for the required amount of time.
7. ***Oversee the day-to-day operations of the cemetery.** Work closely with cemetery committee. Maintain proper burial and cemetery records; plots, transactions, database, etc. Assist with burials, e.g. notification of burial location to cemetery caretaker. Ensure that the proper forms are filled out. Coordinate volunteer efforts to send out plant stand letters in the spring. Direct genealogy requests to the Archdiocese.
8. ***Perform general office management duties.** Order supplies as needed or requested. Receive & assist visitors at the Mainstreet location. Interact with outreach programs as needed (e.g. Loaves & Fishes, etc).

- 9. ***Attend trainings and meetings appropriate to this position.** Parish staff meetings, Archdiocesan meetings, appropriate associations and workshops.
- 10. **Other Responsibilities:** Includes other responsibilities identified as needed by the employee and approved and/or assigned and approved by the supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. **More detailed listings of duties and tasks are outlined in supplemental documents.**

*The responsibilities above identified with * are essential functions of this position.*

QUALIFICATIONS

- 2 to 4-year degree in accrual accounting or equivalent experience; non-profit a plus
- Proficient bookkeeping skills
- Possess an understanding of financial statements
- Proficient computer skills (MS Office, ParishSoft Accounting)
- Proficient verbal and written communication skills
- Possess reasonable knowledge of Roman Catholic doctrine and traditions
- Successfully complete the required Archdiocesan background checks and VIRTUS training
- Hold a valid driver’s license

PREFERRED EXPERIENCE

- Non-profit office, working with volunteers
- Parish or Archdiocesan office work
- Microsoft and Parishsoft software programs
- Pontem cemetery software program

MENTAL DEMANDS

- Understand the English language
- Possess an ability of organization and an eye for detail
- Dependable and self-motivated
- Able to communicate well with others
- Flexibility and patience when interacting with staff and parishioners
- Able to maintain confidentiality

PHYSICAL DEMANDS

- Able to go up and down steps
- Able to lift up to 25 lbs.
- Able to sit for long periods of time
- Able to operate telephones, computers, and office equipment
- Able to work longer, or evening, hours when needed

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

(supervisor sign)

Date _____

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as the organization’s needs change, my job description will change.

(employee sign)

Date _____