

**Our Lady of the Valley Catholic Parish  
Catholic Diocese of Boise**

**Job Description**

Bookkeeper  
Revision Date: 10/03/17

**FLSA Information**

Non-Exempt  
Report to: Parish Business Manager  
Receives work direction from: Parish Business Manager and Pastor  
Status and Work Hours: Part-time, normally not exceeding 24 hours per week

**Purpose of Position**

Post transactions and maintain records for the parish necessary for proper accounting according to generally accepted accounting practices for religious corporations.

**Expectations**

1. Employment in and by the Church is substantially different from secular employment. Church employees are held to a different and, many times, a higher standard of conduct. Church employees must conduct themselves in a manner which is consistent with, and supportive of, the mission and purpose of the Church. Their behavior must not violate the faith, morals, or laws of the Church or the Diocese. This position does not require that the employee be Catholic. It is expected, however, that non-Catholic employees will respect Catholic doctrine and religious practices. Reasonable accommodations for the religious practices of non-Catholics will similarly be provided.
2. Follow established parish policies in all areas, including finance, personnel, facility use, and work schedules.
3. Work with professionals and volunteers for the welfare and growth of the parish community.
4. Be aware of Federal, State, Diocesan and parish policies related to moral and ethical employee standards, including but not limited to those relating to vulnerable adults, youth, child protection, and sexual harassment. Ensure compliance with these laws and policies.  
Maintain professional standards of confidentiality.

**Scope of Responsibilities** (include but not limited to)

1. Maintain all accounting functions for the parish in coordination with the Diocese.
2. Responsible for Accounts Payable, Accounts Receivable, Contributions and prepare bank deposits.
3. Oversee collections and fundraising
4. Maintain general ledger, prepare and post journal entries for month end and year end reporting.
5. Input and track parishioner financial pledges and gifts.
6. Maintain the chart of accounts.
7. Work with software technical support as required.
8. Ensure that parish financial controls are followed.
9. Perform other duties as assigned.

**Specific Responsibility** (includes but not limited to):

1. Enter accounts payable, process check runs, get proper signatures and prepare payables for mailing.
2. Maintain purchase orders.
3. Prepare Non-Offertory bank deposits.
4. Maintain Accounts Receivable: Post payments, send monthly statements.
5. Update Excel spreadsheet for weekly contributions.

6. Verify contributions from weekly deposit are entered, assisting when necessary.
7. Prepare 1099's and any other required regulatory reports for independent contractors and raffle winners at year end. Submit 1096.
8. Properly allocate income and expenses for all departments.
9. Reconcile all bank accounts monthly.
10. Understand and report tax collected on a quarterly basis.
11. Become a local expert on Power Church software.
12. Set up and enter all pledge information for the church.
13. Track Fall Festival and other fundraising events income and expenses.
14. Monitor actual results against the budget and raise concerns about variances as appropriate.
15. Maintain all required financial records/files. The responsibilities listed above are representative of the position and are not intended to be all-inclusive.
16. Send year end contribution statements
17. Maintain records retention as stated by Diocesan requirements

**Personal Responsibilities** (includes but not limited to)

1. Work cooperatively with other staff, volunteers and parishioners.
2. Listen well and communicate clearly.
3. Accept direction and feedback on job performance from supervisor.
4. Manage multiple tasks and use good judgment to set priorities. Plan work to accomplish required tasks.
5. Recognize potentially unsafe situations and respond appropriately and quickly.
6. Remain positive and courteous, even in stressful situations.
7. Speak and act in a manner appropriate for a Catholic parish.
8. Use appropriate means of communication for the workplace effectively: email, voicemail, etc.
9. Learn new accounting requirements and software system changes as needed.

**Physical Demands**

1. Bend, squat, reach overhead, turn, twist.
2. Lift and maneuver objects up to 30 pounds using proper lifting techniques.
3. Be able to use a computer keyboard and calculator. The physical demands listed above are considered essential to the performance of the position.

**Qualifications**

1. High school diploma or equivalent required, Associates degree or higher in Finance or Accounting preferred.
2. Past experience working in an accounting field required.
3. Must possess strong written and verbal communication skills.
4. Must be able to pass a background check
5. Must be able to complete Safe Environment training.
6. Ten Key by touch

***Incumbent:*** *I have reviewed this position description and agree that it is an accurate representation of the responsibilities of my position. I understand that, as the needs of the organization change, my position description will change.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_