

ST THERESA PARISH, HENNIKER, NH

POSITION DESCRIPTION

POSITION TITLE: Parish Bookkeeper

FLSA: Non-Exempt

ACCOUNTABILITY: This position reports directly to the pastor

STATUS: Part-time

POSITION OVERVIEW

This position will support the parish by managing parish finances, processing payroll and managing vendor payments including end of year reporting.

ESSENTIAL JOB FUNCTIONS

1. Process payments to vendors, maintain vendor files, prepare end of year 1099s
2. Prepare and process payrolls, work with Paylocity to assure compliance with State and Federal laws regarding payment of wages, update payroll system accordingly, maintenance of employee records
3. Prepare account reconciliations monthly for all cash accounts and other account analysis as necessary
4. Prepare monthly and yearly financial reports
5. Maintain financial records in accordance with the Diocese of Manchester Record Retention Policies
6. Assist in preparing budgets for review, approval, monthly maintenance
7. Oversee volunteers who count and prepare weekly bank deposits
8. Perform other duties as assigned

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED

1. 3 to 5 years' experience as a bookkeeper or accountant or equivalent experience desired
2. Experience in the use of ParishSoft (Connect Now) Accounting, Paylocity, or other comparable financial accounting and payroll software; and Microsoft Excel preferred
3. Must have a proficiency in payroll processing
4. A working knowledge of the Catholic Church, structures, and Church fundraising mechanisms; practicing Catholic in good standing with the Church is preferred
5. Excellent communications skills, verbal and written; excellent human relations and interpersonal skills
6. Must be a self-starter; well organized; perform multiple tasks simultaneously, superb attention to details and work with a sense of urgency
7. Ability to maintain confidentiality
8. Ability to work collaboratively in a team environment and individually
9. Proficiency in computer technology equipment to include spreadsheets, word-processing, and calculator
10. Ability to successfully pass a background, criminal history, and credit history check

ENVIRONMENT

1. General office - clean, well-lit, environmentally comfortable
2. Minimal exposure to chemicals related to copier equipment and general office solvents
3. Lifting and carrying objects up to ten pounds frequently required; lifting and carrying objects weighing between eleven and fifty pounds occasionally required

Parish Bookkeeper – St Theresa’s Church

4. Occasionally required to reach at shoulder level; reaching below shoulder level frequently required
5. Frequent hand manipulation is required in operating equipment; occasional hand manipulation is required in grasping and/or handling materials and objects and/or handling controls
6. Other physical activity (twisting, bending, squatting, crawling, kneeling, climbing) occasionally required
7. Position requires working at desk approximately two-thirds of the work day; balance of time divided between standing and walking