

PARISH:	POSITION TITLE: <i>Parish Bookkeeper</i>
NAME:	REPORTS TO:
DATE:	GRADE:

The following list of major duties and responsibilities does not necessarily represent any one job. It is a compilation of the diversity of job duties fulfilled by many people who have a job title similar to that of *Parish Bookkeeper*. It is not an expectation that any one person necessarily fulfills all of these duties. It is also recognized that there may be elements of this job which are not included in this checklist. Parishes are encouraged to create individual job descriptions, using this checklist as a normative guideline in this effort.

I. POSITION PURPOSE

Provide bookkeeping services for the parish, in accordance with Archdiocesan administration and finance policies and procedures.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Maintains accounts payable and receivable ledgers, and prepares and submits a financial statement to the pastor and Finance Council on a monthly basis.
- B. Maintains all parish banking accounts, processes check requests, and verifies authorization for expenditures in all program and operating accounts.
- C. Reconciles bank statements on a monthly basis.
- D. Prepares monthly staff payroll and maintains the ADP payroll system. Assures all appropriate taxes are withheld and that quarterly government reports are prepared and submitted in a timely manner.
- E. Accounts for all contributions to the parish and deposits parish collections on a weekly basis.
- F. Coordinates volunteers for money-counting and record-keeping.
- G. Administers the pension, medical, dental, life, long-term disability insurance, Tax Deferred Annuity and Premium Only Programs for parish employees.

- H. Provide assistance to pastoral leader and others as directed in the preparation of the annual parish budget. Provides financial information including current budget allocations, year-to-date balances and anticipated financial needs for the future.
- I. Serves as staff to the Parish Finance Council as requested.
- J. Provides bookkeeping services and advice for those who direct the various fund raising efforts for the parish, including the Annual Catholic Appeal, Sacrificial Giving and special collections.
- K. Maintains a level of knowledge and skills required for the bookkeeping profession. This may be accomplished by participating in Archdiocesan sponsored training, attendance at workshops and classes, reading appropriate materials and/or membership in local professional organizations.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE _____

ARCHDIOCESE OF SEATTLE

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