

**THE DIOCESE OF COLORADO SPRINGS
AVE MARIA CATHOLIC PARISH AND SCHOOL
JOB DESCRIPTION**

This document was
last reviewed on
Aug 10, 2018

Job Title: Bookkeeper and Bulletin Editor **Number:** _____

Reports To: Business Manager

Department: Accounting

Full Performance Period: 1 year **Eligible for Overtime:** N/A

Supervisory: Employees: no Unpaid Staff: no Volunteers: yes Contract Workers: no Boards: no

General Purpose: provides day-to-day accounts payable and bookkeeping services to the Parish and School. Also publishes the weekly bulletin.

Essential Duties and Responsibilities: Be supportive of the Pastor, Business Manager and fellow employees in all bookkeeping and bulletin tasks.

Accounts Payable

- Process payments to vendors after purchase order has been signed, item(s) received and approved.
- Process payments of recurring invoices (ie utilities).
- Ensure accurate distribution of expenses between Parish and School. Transfer funds as necessary.
- Perform review of incoming vendor statements for accuracy. Verify the totals and that appropriate backup information is attached. Answer questions from vendors regarding payments.
- Prepare and pay monthly reimbursements to priests, staff and parishioners.
- Ensure accurate and complete backup is attached to all documentation.

Accounts Receivable

- Post weekly offertory to the Parish Data System and post results to the Parish Soft accounting system. Distribute funds to appropriate accounts.
- Collect, deposit, and post to the Parish Soft accounting system all other incoming cash receipts. Make copies and file all checks, deposits and backup information.

General Ledger

- Assist in reconciling general ledger accounts monthly.
- Enter monthly entries for interdepartmental expense transfers and prepaid expenses on the school books.
- Maintain cash balance on a daily basis, including all cash receipts, disbursements, and adjusting entries.

Administration

- Assist CPAs with School and Parish fiscal reviews.
- Prepare and distribute budget vs. actual reports to all departments on a monthly basis.
- Maintain appropriate files for accounts payable, cash receipts, and general ledger.
- Work collaboratively with the administrative staff at the School.
- Prepare monthly offertory report as directed by the Diocesan offices.
- Open, close, and maintain signature cards for all necessary bank accounts.
- Maintain various Excel spreadsheets to aid in reconciling and balancing Parish Soft accounting system.
- Maintain files on all leased equipment.
- Provide backup to the Business Manager for duties such as payroll and credit card/ACH offertory.
- Providing backup to the School Admin Asst for the SCRIP program

Bulletin

- Manage the primary mode of communication by preparing and editing the weekly bulletin and coordinating inserts.
- Collaborate with Pastor, staff and ministries (including the School) for bulletin content.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Job Description For Bookkeeper (Ave Maria Parish & School)

Decision making and Supervisory Responsibility:

HIRING				
ASSIGNING/SCHEDULING WORK				
MONITORING/CONTROLLING WORK				
DISCIPLINE				
PERFORMANCE EVALUATION				
SALARY RECOMMENDATIONS				
DISMISSAL				
BUDGET RESPONSIBILITY				None.
PROPERTY RESPONSIBILITY				None.
CONFIDENTIAL INFORMATION				Responsible for the security of highly confidential information.

I indicates Input only
 R indicates responsibility for Recommending a course of action requiring one other approval
 F indicates responsibility for the Final Decision

Minimum Requirements:

- Education:** Associate degree in finance, business administration, or equivalent experience.
- Experience:** One year experience as a bookkeeper or equivalent experience.

Or other background demonstrating application of the following knowledge, skills, and abilities:

- Excellent communication skills, verbal and written
- Exercise courtesy to fellow employees, parishioners and the general public
- Must be a self-starter; well-organized; perform multiple tasks simultaneously
- Ability to maintain confidentiality
- Ability to work collaboratively in a team environment
- Ability to travel locally as required
- Proficiency in computer technology to include Microsoft Word, Excel and 10-key calculator
- Ability to successfully pass a background, criminal history check
- **Physical Requirements of this position include:**

Job Description For Bookkeeper (Ave Maria Parish & School)

Physical Requirements of this position include:

	FREQUENCY OF REQUIRED EXPOSURE/USE		
WORK ENVIRONMENT	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
HUMIDITY	X		
HEIGHTS	X		
NOISE	X		
VDT/CRT USE			X
DRIVING		X	
STANDING	X		
SITTING			X
WALKING		X	
BENDING		X	
WORK WITH OTHERS			X
REPETITIVE MOTION			X
OPERATING MACHINERY			
COPIER			X
TYPEWRITER	X		
TELEPHONE			X
FACSIMILE (FAX)		X	
10-KEY			X
CALCULATOR			X
COMPUTER			X
MOUSE			X
PRINTER			X

	FREQUENCY OF REQUIRED EXPOSURE/USE		
OTHER	SELDOM	OCCASIONAL	FREQ.
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far	X		
COLOR DISCRIMIN.		X	
HEARING		X	
SPEECH	X		
OTHER			
TRAVEL:			
LOCAL	X		
NATIONAL	X		
INTERNATIONAL	X		

This position does not require significant travel to parishes, retreat and meeting centers and out of town for meetings or professional development.

MOVING EQUIPMENT AND SUPPLIES

	SELDOM	OCCASIONAL	FREQ.
LIGHT (Under 5 lbs.)			X
MODERATE (5-20 lbs.)		X	
HEAVY (Over 20 lbs.)	X		

DESCRIPTION OF MOVEMENT

	SELDOM	OCCASIONAL	FREQ.
LIFT/LOWER		X	
CARRY		X	
PUSH/PULL		X	
REACH ABOVE		X	

