

Position: Bookkeeper
Location: Our Mother of Sorrows, Louisville, KY
Reports to: Business Manager
Status: Full-time/hourly/non-exempt
Updated: January 2019

Schedule: Monday – Friday
8:00am to 4:30pm
½ hour daily lunch

Hours per wk: 40

POSITION OBJECTIVE:

- Provide primary support day to day financial matters and transactions for the collaborative office of Our Mother of Sorrows, St. Elizabeth of Hungary and St. Therese of Lisieux.
- Provide administrative assistance in the day to day operations of the parish office.
- Ensure that all Archdiocesan and Parish policies and procedures are followed as pertains to the job responsibilities .
- Must be able to communicate well, work with the public and maintain confidentiality.

Typical duties & responsibilities:

A. Financial duties

- Income / Donations / Receivables

- Verification and data entry of weekly collections, addressing any questions with volunteer Count Teams.
- Data entry of online giving and associated fees.
- Generate deposits and transport to the bank; retrieve deposit receipts from bank night drop deposits.
- Data entry all parish, auxiliary group and fundraising deposits in PDS Ledger
- Data entry recurring and one time A/R entries for rentals, weddings, funerals, inter-parish reimbursements and others as needed.
- Provide follow-up for late A/R and rent payments

- Expenses

- Set up new vendors and maintain vendor files in compliance with IRS, Catholic Mutual and Archdiocese of Louisville requirements.
- Audit invoices for proper approvals, calculations and accuracy.
- Process check requests as needed, ensuring proper signatures and account numbers including monthly supply help per parish schedule.
- Data entry all auto pay and electronic disbursements.
- Follow up with volunteers, vendors and maintenance regarding invoice discrepancies.
- Prepare monthly Sales & Use Tax Returns.
- Prepare and submit tax exempt forms and maintain tax exempt status with vendors.
- Data entry all payables in PDS Ledgers and submit PDS registers to Business Manager.
- Weekly balance of inter-parish A/R-A/P accounts for appropriate reimbursements
- Provide Business Manager with cash and A/P reports for weekly check run approval
- Prepare weekly check run and provide to Business Manager or Administrator
- Distribute payments or mail checks as appropriate
- Maintain paid invoice files
- Maintain petty cash funds. event cash drawers and office credit cards.

- Gaming
 - Providing volunteers with necessary forms, programs and supplies for weekly bingos and other fund raising activities
 - Assist Business Manager with audit, organization and data entry of session records.
 - Assist Business Manager with bi-annual inventory of gaming supplies.
 - Assist Business Manager with reporting and file maintenance as required by Kentucky statutes.

- Assist with period end processes
 - Produce EOM Depreciation entries.
 - Produce EOM Recurring Journal entries.
 - Monthly reconciliation of Special Collections, move to A/P as appropriate.
 - Monthly reconciliation of all A/R accounts.
 - Monthly audit/reconciliation of Prepaid and Accrual accounts.
 - Monthly reconciliation of all checking and savings accounts.
 - Provide Aux. Treasurers with appropriate copies for reconciliation of imprest accounts.
 - Produce EOM Cash Transaction Reports.
 - Monthly confirmation that Restricted Funds are in balance, correct any discrepancies and provide Aux. groups with month end Income Statements, Balance Sheets and GL's.
 - Produce and mail Calendar Year End 1099's.
 - Produce and mail Calendar Year End W2-G's for gaming.

- Files Maintenance and reporting
 - Generate reports from PDS Ledgers for Committees and staff as needed.
 - Provide weekly collection information for bulletin publication.
 - Gather and compile information for internal and external audits.
 - Maintain Asset files.
 - Coordinate Fiscal year end file storage and record retention procedures.

- Payroll
 - Shared duties with Business Manager.

- Other
 - Keep all Financial forms up to date and provide to staff and volunteers as appropriate.
 - Assist Business Manager in maintaining all necessary permits and licenses.
 - Keep financial information on wedding schedule spreadsheets up to date.
 - Perform other duties as assigned.

B. Administrative Assistance

- Answer phones as backup for receptionist; assist callers or transfer as needed.
- Greet and welcome visitors to the parish as backup for receptionist.
- Retrieve general parish voicemails; engage/disengage auto attendant modes as needed.
- Distribute mail, faxes, night drop box contents and office parcels as needed.
- Provide for stamps and other postage through check requests and petty cash.
- Change server backup tape daily.

- Monitor and/or order stationary, office supplies and banking supplies as needed.
- Enter, process and maintain files for maintenance work orders.

C. Other

- Participate in bi-weekly staff meetings.
- Run electronic Criminal Record checks on staff and volunteers as needed.
- Perform other duties as assigned.

QUALIFICATIONS:

Education: High School Diploma
Accounting education preferred

Experience: 4 years of experience in full charge bookkeeping or accounting.
Excellent skill in set up and maintenance of Excel spreadsheets; including formulas.
Good experience with Microsoft Office and data base management.
Experience in PDS a plus.

Skill Dimensions:

- Effective oral and written communication.
- Team player.
- Able to interact with staff and parishioners in a positive manner.
- Ability to take initiative and make decisions in an environment of diverse personality styles and differing opinions.
- Effective collaborative style that encourages staff, parish leadership and parish members to build effective relationships and positively interact.