

Bookkeeper

St. Joseph Church | Marblehead, Ohio

Immediate Supervisor: Pastor

Classification: Exempt

Hourly / Part-time (24 hours per week max.)

BOOKKEEPER ROLES & RESPONSIBILITIES:

The main focus of the bookkeeper is to coordinate all bookkeeping functions and finances including budgeting, property management, personnel Cemetery, Stewardship, and long-range planning. Reporting to the Pastor and The Reverend August Schaefer Endowment Fund trustees, the bookkeeper is also responsible for the day-to-day business operations of the Endowment Fund. Responsibilities include, but are not limited to:

1. Balances all parish accounts and is responsible for proper banking of funds
2. Oversees the accurate count of Church collection and posting of contributions
3. Issues and distributes checks for accounts payable
4. Prepares payroll and all associated monthly, quarterly and year-end reports
5. Prepares the yearly budget with input from the Pastor, staff, and finance council
6. Maintains and balances parish accounts according to diocesan accounting system
7. Processes monthly, quarterly, and year-end financial reports
8. Supervises all petty cash outflow
9. Prepares special financial reports as requested by the Pastor and finance council
10. Assists in personnel matters at a staff level, as required
11. Maintains daily contact with variety of people in and outside the parish
12. Leads volunteers in a variety of functions
13. Resource as staff with Finance Council
14. Resource as staff with Cemetery Committee
15. Assists with Cemetery functions as needed
16. Resource as staff with Stewardship Committee
17. Assists with Stewardship functions as needed
18. Oversees the day-to-day operations the Endowment Fund
19. Assumes other responsibilities as required by Pastor

DIRECTOR OF REVEREND AUGUST SCHAEFER ENDOWMENT FUND ROLES & RESPONSIBILITIES:

1. Gives direction and leadership toward the achievement of The Fund's philosophy, mission, strategy, and its annual goals and objectives
2. Assures that The Fund has a long-range strategy which achieves its strategic goals and objectives of the organization
3. Designs, administers, and evaluates the grant process to achieve stated goals and objectives of The Fund
4. Keeps the trustees fully informed on the overall operations of The Fund
5. Serves as spokesperson for the organization and thereby assures the organization and its mission are properly presented to various publics
6. Issues and distributes checks for The Fund
7. Maintains and balances The Fund accounts according to diocesan accounting system
8. Processes monthly, quarterly, and year-end financial reports
9. Prepares special financial reports as requested by the pastor and trustees

DUAL ROLES & RESPONSIBILITIES:

1. Continued personal growth as a Disciple of Jesus Christ.
2. Pursue further education and professional development as needed to enhance the ministry.

QUALIFICATIONS & EDUCATION:

1. Must be a fully initiated Catholic in good standing, and intentionally living out the Catholic faith.
2. College degree in Business Administration, Accounting or Finance
3. 5 years business management experience
4. Knowledge in the areas of finance, office management, personnel supervision, property management, public relations, and long-term planning
5. Knowledge of the Diocesan accounting system
6. Ability to maintain confidentiality
7. Facilitator training and skills desirable
8. Completion of Diocesan Ministry Formation Program desirable

9. Must have a high level of computer skills especially in Microsoft Word, Publisher, and Excel with a willingness to learn new technological skills as needed.
10. Must have the ability to handle confidential, privileged information discreetly and efficiently.
11. Must have the ability to clearly communicate verbally and in writing.
12. Must be friendly and outgoing with excellent public relation skills to deal with a variety of persons with a variety of needs.
13. Must have the ability to encourage and motivate others.
14. Must be flexible and adaptable due to the scope of position.

PREFERRED SKILLS:

1. Detail oriented and organized.
2. Ability to work with a team.
3. Self-motivated with excellent interpersonal, written and verbal skills.
4. Effective time management skills.
5. Ability to multi-task and handle interruptions in a busy work environment.
6. Good listening skills and the ability to relate to and communicate with a variety of persons, i.e., multi-cultural, disabled, those in need, bereaved, children, teens, elderly, etc.
7. Positive and outgoing personality.
8. Ability to prepare and maintain a budget.
9. Ability to think outside the box and explore new and innovative ideas that are relevant in today's culture while maintaining a strong Catholic foundation.

ADDITIONAL EXPECTATIONS & NOTES:

- Attendance of Parish Staff meetings.
- Attendance of Pastoral Ministry Team meetings.
- Participation in Team and Staff retreats as well as parish leadership Intercessory Meetings.
- Attendance of Our Lady of the Lake Deanery Meetings. (5 times per year)
- Attendance of conferences as needed.
- Participation in major parish events and gatherings as requested by the pastor.
- This position will require day, evening and some weekend hours.
- Ability to pass a background check and complete the Virtus training.
- Performance Appraisal & Ministry Review annually with supervisor and pastor.

RECEIPT AND ACKNOWLEDGEMENT

I acknowledge that I have been given a copy of this position description. I have read it and understand it. I am responsible for complying with all position duties, requirements and responsibilities contained herein, and any subsequent revisions.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

I understand and agree that the position description is presented as a matter of information only, and is not to be construed as a contract between the Parish/School and its employees.

Employee Printed Name

Employee Signature

Date

Pastor Signature

Date