

Our Lady of Hope Parish

Job Description

Title: Bookkeeper

Reports to: Pastor

Description of Position: A fulltime position responsible for providing bookkeeping services to the parish and/or school. Maintains financial accounting system including accounts payable, receivable, and cash receipts. Balances accounts, ledgers and reconciles bank statements. Prepares financial statements. May assist with budget and development program.

Responsibilities:

- **Accounts Payable**
 - Proper allocation to general ledger accounts
 - Verification of amounts, receipt of materials and /or services
 - Resolution of issues
- **Accounts Receivables:** maintain accurate records as follows
 - Tuition, work with school personnel, parents and FACTS Management to ensure adherence of policy. Follow up as necessary to make certain tuition accounts are up-to-date. Includes work with Financial Aid Committee and follow through of awards.
 - Provide timely invoicing for all funds dispersed on behalf of other entities.
 - Provide timely invoicing for hall usage as provided and requested by employees who rent the halls.
 - Before/Aftercare, biweekly issuance of billing (QuickBooks) to parents as per usage records provided by before/aftercare staff. Follow up with non-compliant families. Provide yearend report as requested by parents for tax purposes.
 - Submit subsidy billing to outside parishes for school subsidies given for the students.
- **General Accounting Functions**
 - Monthly bank statement reconciliation
 - Monthly/ quarterly journal entries for Diocesan Savings and Loan accounts and investment pool accounts.
 - Monthly/quarterly journal entries for tuition revenue recognition and adjusting entries related to tuition as required.
 - Monthly review of general ledger for accuracy.
 - At yearend complete/ submit/ 1099 and 1096 forms as necessary.
 - Provide quarterly reports to the Diocese as outlined in their requirements which includes quarterly payroll summaries.
 - Provides monthly reports to Pastor and Finance Committees

- Enter parish and school budgets into LOGOS.
 - Monitor accommodations accounts and receivable general ledger accounts.
 - Completes necessary journal entries at month end, as instructed by the Diocese.
 - Maintains accurate and complete paper trail on all transactions for auditing purposes.
 - Be willing to abide by the Diocesan policies, procedures and best practice guidelines.
 - Attends and records minutes at monthly finance committee meetings for both school and parish.
- **Interpersonal Skills**
 - Provides excellent customer service to all parish and school families, vendors, coworkers and other business associates.
 - Work with school administration and families to facilitate a smooth registration process, responsible for return of necessary forms, i.e. contracts/subsidy agreements with pastor signature.
 - Maintains professional appearance.
 - Always adheres to maintaining confidentiality of related matters.

Essential requirements or skills:

A minimum of 2 years of bookkeeping experience.

Accounting degree preferred.

Experience with Logos preferred.

Proficient in Microsoft Office Applications.

Attention to detail.

Work independently.

Ability to communicate clearly and concisely verbally as well as in writing.

Ability to problem solve to meet clients and organizational needs.

Superior organizational skills.

Ability to meet deadlines.

Ability to maintain confidentiality.

Physical Requirements:

Ability to keystroke 2-5 hours per day.

Ability to sit for 2-5 hours a day with reasonable breaks.

Ability to work in an office environment.