



<b>Job Title:</b>	Bookkeeper
<b>Location:</b>	St Boniface Parish
<b>Reports To:</b>	Director of Operations
<b>FLSA Status:</b>	Full-time; Hourly
<b>Last Revised:</b>	March 13, 2024

### **Summary:**

The Bookkeeper is responsible for all bookkeeping and financial reporting as assigned including but not limited to accounts receivable/cash receipts, accounts payable, payroll, bank and balance sheet reconciliations, monthly reports, budgeting and all other financial and accounting matters in collaboration with the Director of Operations, Pastor and Parish Finance Council.

### **Essential Job Functions:**

- Accounts Payable
  - Accounts Receivable/Cash Receipts
  - Monitor Cash flow
  - Prepare and make regular bank deposits
  - Reconcile bank statements on a monthly basis
  - Maintain general ledger/journal entries using PDS Accounting Software
  - Complete monthly accounting close
  - Monitor budget vs actual income and expense and maintain budgetary controls
  - Provide Director of Operations, Pastor and Parish Finance Council with monthly Income Statement, Balance Sheet, Offertory results and other financial reports as needed in a timely manner
  - Provide budgeting support to the Director of Operations
  - Enter annual budget into PDS Accounting Software
  - Maintain parishioner contribution records
  - Print/mail parishioner statements as needed
  - Develop and Maintain PDS Subject Matter Expertise
  - Prepare certain tax documents and state/federal filings if/as needed
  - Maintain Charitable Gaming Account and file annual report
  - Attend monthly Parish Finance Council meetings and Quarterly Diocesan Meetings
  - Other duties as assigned by Pastor or Director of Operations
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### **Required Skills:**

- Associates Degree in Accounting (Preferred) or knowledge of basic accounting principles and equivalent experience in bookkeeping/accounting
- Ability to meet deadlines and follow directives from Director of Operations and Pastor in timely manner
- Proficient with MS Office Products (Excel; Word )
- Excellent oral and written communication skills

Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs in particular as well as being a practicing Roman Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

Interested applicants should sent their resumes to [jwicks@evdio.org](mailto:jwicks@evdio.org)

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