

Bookkeeper

Christ the King Catholic Church and School – Browerville, MN

Position Status: Part-time

Deductions:

- Federal & State Withholding
- Any additional deductions the employee has authorized (e.g. – extra taxes)

Reports To: Business Manager

General Introduction: As an employee of a Catholic organization, one must conduct themselves in a manner that is consistent with and supportive of the mission, purpose, and teachings of the Catholic Church. Employee behavior must not violate the faith, morals, or doctrinal teachings of the Church. Although this position does not require the employee to be a member of the Catholic Church, all employees are expected to respect and positively represent the Church and her teachings. Conduct that is inconsistent with the faith, morals, and teachings of the Catholic Church is grounds for disciplinary action, up to and including immediate termination.

Job Summary: The Bookkeeper records and maintains accurate financial records and directs the efforts to maintain and update census information for the church and school.

Job Responsibilities and Duties:

Primary

- An understanding and working knowledge of all desktop applications included in the Microsoft Office Suite, QuickBooks accounting software, and various web applications.
- Ability to work independently and in a team-oriented, collaborative environment to think strategically, multitask, and conform to shifting priorities, demands, and timelines.
- Proven communication skills, and ability to work effectively with a wide range of individuals while maintaining strict confidentiality.

Education

- A high school diploma or equivalent is required.
- An associates degree in accounting, finance, business administration, or a related field is preferred.
- Coursework or certification in bookkeeping, accounting software, or financial management is considered an asset.

Experience

- Previous employment experience in bookkeeping, accounting, or financial recordkeeping is required.
- Experience with payroll, accounts payable and receivable, bank reconciliation, and budgeting is preferred.
- Familiarity with accounting software and spreadsheet programs is expected.
- Prior experience in a parish, nonprofit, or similar organizational setting is considered an asset.

Job Conditions/Physical Demands:

The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Ability to push, pull, lift and carry items up to 30 pounds.
- Ability to sit, stand, bend, stoop, climb stairs, talk, hear, grasp, reach and perform repetitive motions of the fingers, hands and wrists.
- Ability to work in an office setting as well as various venues according to event or activity.
- Vision abilities required include close vision, depth perception and the ability to adjust focus.

Work Environment:

The employee will work with many individuals, often requiring multitasking and working with deadlines and details to ensure all of the essential functions are performed in a timely and courteous manner.

Essential Duties and Responsibilities:**Financial Accounting & Banking**

- Record receipts, payables, disbursements, and journal entries; deposit all funds promptly.
- Reconcile all accounts monthly (operating bank accounts, CDs, endowments).
- Monitor auxiliary bank/statement activity (e.g., Christian Women, Funeral & Cemetery).
- Enter semi-monthly payroll through an outsourced payroll provider

Reporting, Budgeting & Compliance

- Provide financial reports to Pastor, business manager, finance committees, and trustees upon request.
- Prepare annual budgets for finance council approval and enter them in the ledger system.
- Maintain permanent records per Records Retention Guidelines.
- Complete Diocesan Annual Reports and the Workers' Compensation Payroll Questionnaire.

Collections, Fundraising & Cash Controls

- Track fundraising income/expenses and support event leads (e.g., separate spreadsheet for school events).

Fiscal Year-End

- Ensure all payables and special collections are paid; close the fiscal year.
- Post prior-year fund balances to the appropriate equity funds after closing.

Parish Census & Contributions

- Record parishioner contributions in Servant Keeper.
- EFT draws are done weekly for the Church and School.
- Print and mail year-end contribution letters.