

¹Heart of Jesus Area Faith Community

Renville, Olivia, Bird Island, Hector

²POSITION DESCRIPTION

³**Positions Title:** Bookkeeper

⁴**Date:** June 24, 2026

⁵**Schedule:** This is a part-time position of 15 hours per week and does not include benefits. **All additional hours must be approved by the pastor.**

⁶**FLSA** Non-Exempt

⁷**Reports to:** Business Manager

⁸**Direct Reports:** NA

⁹**Receives work direction from:** Business Manager and Pastor. Coordinates tasks with other staff members as necessary.

¹⁰**Provides work direction to:** volunteers and parishioners performing parish related tasks

Resource Person to: Available to provide general information to staff, parishioners and various committees or organizations, and volunteers as requested.

¹¹**Purpose of Position:**

The purpose of the bookkeeper is to assist in the recording and paying of income and expenses for the Heart of Jesus Catholic Area Faith Community (AFC) and its parishes, recognizing that these entities are autonomous corporations, but with a shared mission and some shared staff.

This position is part of a team consisting of priests, school staff, and other parish staff who work together to carry out the mission of the Area Faith Community.

¹²**Church Employment Responsibilities**

* Employment in and by the Church is substantially different from secular employment.

Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or Diocese of New Ulm, such that it can embarrass the Church or give rise to scandal. **This position does not require that the employee be Catholic.** However, it is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Catholic faith will be provided.

¹³**Representative Responsibilities:**

To be present where needed, ready to work for all scheduled hours and as needed to meet responsibilities. Includes recognizing when situations require more effort, putting in more time when needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring that all parish financial management is taken care of in a professional manner.

General Responsibilities

1. * Help create a productive and harmonious work environment. Promote good morale, adequate communication and cooperative teamwork among parish employees and volunteers.

2. * Attend and remain compliant with all diocesan Safe Environment training requirements.
3. Other responsibilities include those identified as needed by the employee and approved and/or assigned by the pastor.

***Administration Responsibilities:**

1. Back up Parish Secretary/Administrative Assistant and help cover office and phones as needed.
2. Assist with financial and other mailings during the year including bulk mailings

***Parish Finance Responsibilities:**

1. Accounts Payable

- a. Pay bills on a timely basis, ensuring all invoices have a completed payment voucher attached, (including correct account code) and are approved by the department head.
- b. Track all charge and credit card accounts; ensure all receipts have a completed payment voucher and are reconciled with monthly statements. Communicate with staff regarding any missing receipts.
- c. Communicate with department heads regarding incomplete payment vouchers.
- d. Manage vendor database, ensuring vendor mailing and contact information is accurate. Tracking EIN information as required for annual 1099 processing.
- e. Verify sufficient cash flow availability in accounts prior to processing expenses.
- f. Enter all check payment & ACH payment information into accounting software (Parishsoft), ensuring entity codes, vendor names, invoice details and account code(s) are exact.
- g. Enter all ACH payments into accounting software.
- h. Provide prepared bills & checks to be reviewed by the business manager prior to distribution.
- i. Distribute or mail payments as appropriate.
- j. File check backup.
- k. Prepare and provide ST3 forms for vendors as requested.
- l. Order 1099 forms and prepare year end 1099's for each parish.

2. Accounts Receivable & Revenue Recording

- a. Bill area churches quarterly for any shared purchases and shared staff
- b. Bill the diocese for rent of the JC in December and June.
- c. Process immediate invoicing for any external rentals or expenses paid on a third party's behalf.
- d. Accurately enter Sunday contributions, miscellaneous deposits, and online/ACH giving (including online platforms, tuition, donations, etc) into ParishSoft, ensuring donor alignment, fund and amount information is accurate.
- e. Verify and reconcile contribution batch totals against deposit count sheets.
- f. Enter miscellaneous deposits into parishsoft, ensuring donor, fund and amount information is accurate.
- g. Enter ACH deposits into parishsoft including online giving, facts tuition, etc.
- h. Assist with mid year and year end contribution statement mailings.
- i. File deposit backup.

3. General Accounting

- a. Assist pastor and business manager on financial planning and keep them informed of parish finances and issues as they arise.
- b. Research financial history when required;
- c. Enter approved budget into parishsoft.
- d. Act as back up for accounting tasks of the business manager.
- e. Always advocate for best practices in accounting and preserve financial checks and balances.

***Administrative Responsibilities**

- a. Attend all required meetings
- b. Attend other Council and Committee meetings as requested.
- c. Store checkbooks, savings books, and other important documents in the safe;
- d. Make sure safe is locked nightly;

***Organizational Goals**

Must demonstrate the willingness to embrace parish and school business, strategic, and ministerial objectives and show full cooperation with their implementations.

¹⁴Other Responsibilities

Includes other responsibilities identified as needed by the employee and approved and /or assigned by the Pastor.

^{15,16}**The responsibilities listed above are representative of the position and are not all-inclusive. More detailed listings of the duties and tasks are outlined in supplemental documents. Responsibilities represented with * are essential functions of the job.**

¹⁷EMPLOYEE: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my job description will change.

Signature of Employee

Date

¹⁸SUPERVISOR: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this capacity.

Signature of Employer

Date

¹⁹COMPETENCIES:

- Experience in accounting or finance with preference given to experience in church accounting.
- Possess excellent computer skills in word-processing, financial/accounting & spreadsheet software, and other programs to create documents and files.
- Able to work independently.
- Possess the ability to maintain a sense of order with strong organizational skills and attentiveness to details.
- Effective analytical and problem-solving skills.
- Recognize and maintain confidentiality.
- Demonstrate integrity and honesty

²⁰MENTAL DEMANDS

- Be knowledgeable and supportive of the Heart of Jesus AFC mission and philosophy
- Be active, knowledgeable and supportive of the Catholic faith and witness this to the community.
- Be aware of what is going on and respond appropriately.
- Keep a positive attitude throughout the day.
- Following instructions and completing tasks within appropriate timelines.
- Planning, organizing, and meeting deadlines.
- Be present and focused on the task at hand.
- Learning new techniques and programs.
- Ability to make decisions.
- Numerical calculations, analyzing financial data and projections for much of the day.
- Do periodic internal audits of the parish finances.
- Work effectively with people of diverse backgrounds and goals.
- Maintain comprehensive office computer skills – knowledge of programs such as Parishsoft, Microsoft office programs, census programs.

²¹PHYSICAL DEMANDS

- Climb stairs.
- Sit for extended periods of time and attend necessary meetings.
- Hear and see what is going on around them.
- Lift up to 25 pounds using proper lifting techniques.
- Type and use computers, voicemail, email, etc.

ADDITIONAL REQUIRED QUALIFICATIONS

- Continuing education in the areas related to position is preferred.
- Successfully complete standard Diocesan background check.
- Valid driver's license.
- Current and valid vehicle insurance.
- Be able to work fifteen plus hours per week.
- Be available to work occasional evening and weekend hours.