Sacred Heart Catholic Church - Boise

Job Description

POSITION:	**Bookkeeper**
APPOINTED BY:	Pastor, Administrator or Parish Life Director
RESPONSIBLE TO:	Pastor, Administrator or Parish Life Director
COLLABORATES WITH:	Parish, School, Diocesan staff, Ministry Leaders
STATUS:	Non-Exempt, Part-time (20-25 Hours per Week)

Primary function: The primary function of this position is responsible for providing financial and administrative support. This includes managing various accounting and human resource operations, such as budgeting, auditing, payroll, cash management, accounts payable and receivable, general ledger, and financial reporting. The Bookkeeper is accountable for overseeing these operations on a day-to-day basis, ensuring the accuracy of the reports, and interpreting them for both the pastor, staff and the Finance Council.

Required Education, Knowledge, Skills and Abilities:

- A Bachelor or Associate degree in accounting, non-profit management, or related field preferred; payroll, database and project management experience preferred; or comparable experience.
- Understanding of the Catholic Church and its teachings.
- Awareness and understanding of pastoral work and issues.
- Strong organizational and interpersonal skills essential.
- Ability to retain information and open to training.
- Detail-oriented; responsible for assigned work.
- Ability to maintain a high level of confidentiality around personnel, business matters, and financial information.
- Strong teamwork skills; flexible, collaborative, and willing to learn; good problem solving skills.
- Proficient with MS Excel, Word, Outlook required.
- Experience working with PowerChurch, Camino and Canva is a plus.

Essential Duties and Responsibilities:

All activities are conducted in line with the generally accepted accounting principles and the Roman Catholic Diocese of Boise's internal policies and procedures.

ACCOUNTING DUTIES

- Establish/maintain a comprehensive fund accounting system to accurately track contributions, allocations, and expenditures.
- Oversee all aspects of nonprofit fund accounting, including managing both restricted and unrestricted funds.
- Process and record all accounts payable, accounts receivable, and donor contributions.

- Coordinate weekend collection count and deposit funds.
- Produce precise and timely financial reports/statements.
- Create and manage an operating budget that aligns with the overall needs of the organization and revenue forecasting.
- Support strategic planning and implementation efforts that align with the parish's financial strategy and promote effective operations.
- Develop/maintain online donation system.
- Prepare and mail donation acknowledgements in a timely manner. Prepare and mail needed 1099's and tax statements every January.
- Attend parish Finance Counsel meetings. Present parish financial status; prepare annual budget for review; present school status update.
- Attend the school's Finance Committee as parish financial liaison.
- Coordinate all Diocesan programs/audits at the parish level as needed, i.e. ID Catholic Appeal, Special Collections, ID Catholic Register, OCD (Official Catholic Directory) report, Legacy Sunday.
- Process and record purchases of Columbarium niches. Prepare sales tax payment as needed. Provide summary reports.
- Provide financial reporting support to parish ministries as needed.
- Provide financial information for the bulletin weekly.
- Manage rental house lease and expense payments.
- Review & approve school subsidy tuition requests for Sacred Heart and Bishop Kelly.
- Assist in any way directed by the pastor in furthering the goals and mission of the parish.

PAYROLL/HUMAN RESOURCES DUTIES

- Prepare, submit and distribute monthly payroll. Track employee vacation and sick days if applicable.
- Coordinate hiring activities such as ad placement, job description, and background checks. Provide support for employee onboarding/offboarding and other human resource benefit processes.
- Create and maintain on-site employee records and provide on-site information about employee benefits.
- Communicate to staff regarding benefit changes/updates and compliance with labor laws and human resource standards.