

BOOKKEEPER

ST. JOSEPH, PILLAR OF FAMILIES

(Holy Angels, Sidney; Sacred Heart of Jesus, McCartyville;
St. Michael, Fort Loramie; and Sts. Peter & Paul, Newport)

Position Title: Bookkeeper
Status: Part-time – Non-Exempt
Reports to: Director of Administration/Bookkeeping Manager

PRIMARY FUNCTION

Provides day to day fiscal and operational services for St. Joseph, Pillar of Families

MAJOR POSITION RESPONSIBILITIES

- Provides computer input/output services for accounting and census
- Prepares bank deposits and records receipts
- Prepares vouchers including coding and payment of outstanding invoices
- Prepares financial statements as requested
- Assist in preparing annual budgets for approval
- Inputs parishioner offertory envelopes
- Quarterly finance committee meetings
- Other duties as assigned by the Director of Administration and/or Bookkeeping Manager
- Maintain confidentiality in all office matters

SKILLS, KNOWLEDGE AND/OR ABILITY

- Must have bookkeeping skills
- Must have computer skills
- Must have organizational skills
- Ability to work with and take direction from supervisor
- Ability to meet deadlines
- Ability to maintain confidentiality
- Ability to perform outlined tasks

EDUCATION, TRAINING AND/OR EXPERIENCE

Prior experience in bookkeeping or financial background required, payroll experience a plus.

WORKING ENVIRONMENT

Parish Office – 119 E Water St, Sidney, OH

Employees of St. Joseph Pillar of Families will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Joseph Pillar of Families. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.