

Sacred Heart Saint Francis de Sales Parish

Position Description (PD)

1. Position identification

Position Title	Bookkeeper	Today's Date	October 7, 2025
Name		Supervisor	Pastor
Full-Time (30+ hours)		Part-Time (less than 30 hours)	

2. General Summary

Manage financial resources for Sacred Heart Saint Francis de Sales Parish and Saint John the Baptist Parish using sound business practices according to Diocesan norms. Serve as the point person for Human Resources for Parish employees. Support the School bookkeeper as liaison.

3. Duties and Responsibilities

<i>Responsibility 1:</i>	Parishes Fiscal Management
<p><i>Oversee and maintain the Parish Accounting System, including timely preparation of monthly, quarterly, and annual financial statements and reports. Account and manage all aspects of the financial resources of the parish including deposits, investments, and appropriate accounts. Prepare and maintain the general ledger. Perform bank account reconciliations, other account reconciliations, and all other accounting reviews and adjustments to generate financial statements. Initiate Electronic Fund Transfers. Accurately and timely prepare all cash disbursements.</i></p> <p><i>Coordinate preparation and regular review of the annual Parish budgets.</i></p> <p><i>Provide accounting, administrative support, and reporting for Parish-related finances, including, but not limited to, food pantry(ies), departmental fees, and fundraising.</i></p> <p><i>Train, support, and supervise Parish money counters.</i></p> <p><i>Oversee Parish cash management needs, maintain appropriate relationships with banking officials, oversee accounts and maintain appropriate cash balances.</i></p>	
<i>Responsibility 2:</i>	Payroll and Human Resource Requirements

Prepare payroll for transmission to the Diocese for all employees (approximately 10-15 employees). Verify submissions against Diocesan reports.

Maintain accurate records of employees earnings, deductions, insurance coverage, and other benefits and obligations.

Prepare all necessary paperwork for new hires, terminations, rate changes, and other personnel information; provide required information to the Diocese, maintain appropriate and confidential employee records.

Distribute, as requested, employee manual, job descriptions, and employee benefit information.

Responsibility 3: Other Duties

Identify, recommend and, if necessary, implement operational efficiencies and best business strategies (for example, establish streamlined forms related to Parish financial operations; develop new procedures to minimize operational burdens and maximize efficiencies; and identify cost savings and improved resource-management ideas).

Prepare contribution statements and acknowledgment letters to donors

Implement policies/procedures congruous with good internal standards/controls.

Comply with all federal and state laws regarding workplace safety.

Provide collection reports to bulletin editor for publication.

Attend Parish Finance Council meetings. Prepare quarterly reports of Council members.

4. Education, Training, and Skills

a. Formal education **essential** to accomplish the position's duties and responsibilities

College degree (Accounting, business, or related field) preferred.

b. Officially recognized certificates or licenses **necessary** for this position

N/A

c. Required special knowledge, abilities, or skills

Knowledge of generally accepted accounting principles

Computer literacy (data entry, Microsoft Word, Excel, accounting software, etc.)

Strong organizational skills and interpersonal skills and ability to work as a team member

