

## **ST. JOSEPH CATHOLIC CHURCH • Assistant Bookkeeper - Job Description**

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### **RESPONSIBILITIES:**

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#### **General Ledger**

- General journal entries for Church and School
- Provide Ministry/Club/School Directors with updated ledger and account balances

#### **Accounts Payable**

- Process accounts payable invoices for Church and School
- Process second collections payments to Diocese

#### **Daily Deposits**

- Supervise money counters while processing weekend collections
- Prepare weekly collection analysis for parish administrator
- Process deposits for funds collected

#### **Contributions**

- Post contributions to parishioner accounts and assist with general inquiries about contributions
- Prepare annual contribution statements for parishioners
- Maintain parishioner's database
- Provide name and address of new registered parishioners to the Pastor

#### **Other Duties**

- Prepare/submit quarterly sales and use tax reports
- Submit contribution letters when needed
- Submit NSF letters when needed
- Nursery scheduling and management
- Open mail and distribute
- Order supplies for MDO, pantry, etc.

### **QUALIFICATIONS**

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- Knowledge of basic accounting principles (debits/credits) with at least 3-5 years of relevant bookkeeping experience
- Experience with all Microsoft Office applications. Strong Excel skills are preferred.

- Ability to develop relationships with diverse groups and various levels of financial and operating personnel
- Flexibility, multi-tasking, creative thinking, good business judgment, strong organizational, communication skills are all required to meet strict deadlines and manage other projects
- Must be a strong team player, highly motivated, and able to work under pressure during peak periods
- Ability to communicate well with internal and external parties, including parishioners, banks, vendors, and provide excellent customer service.