

# ST. THOMAS MORE PARISH BOOKKEEPER

The bookkeeper is responsible for supporting the accounting department ensuring that the parish's financial operations are cost-efficient and in compliance with accounting standards. Bookkeeper will also cover the parish office reception desk three evenings per week and on Saturday, welcoming all who come into, or telephone the office and provides administrative and related office services to staff and members of St. Thomas More.

## **Primary Responsibilities**

- Prepares deposits and records into QuickBooks all monies for Church and School received except for Sunday Collections weekly.
- Assists in weekly Accounts Payable process by creating checks and preparing the checks for mailing for Church and School.
- Maintains vendor files including W9 processing and preparation of 1096s/1099s.
- Prepares purchase orders for the Church and School as needed.
- Provides accounting and clerical support to the accounting department.
- Sets up and processes all tuition billings through the FACTS billing system for School.
- Records tuition and all incidental expenses entries into QuickBooks.
- Posting of Kids Time, Cafeteria & all incidentals through FACTS.
- Manages retention and archival of records.
- Provides any additional support as assigned by the Business Manager.
- Provides reception services for the parish office by welcoming and directing visitors, answering the telephone and directing calls appropriately. Facilitates clear communication to visitors and callers.
- Maintains the calendar for the parish facilities and coordinates the use of keys as needed.
- At night, ensures that all office equipment and lights are turned off, windows and doors are locked, and alarms are on.
- Prepares, transcribes and edits a wide range of written and printed materials including correspondence, lists, reports and posters, website and social networks.

## **Demonstrated Competencies Required**

- Committed to the mission and values of St. Thomas More Parish and of the Catholic Church.
- Must be able to maintain strict confidentiality at all times.
- Excellent problem-solving skills with emphasis on detail and accuracy.
- Knowledge of basic accounting.
- Ability to communicate effectively in oral and written form.
- Professional temperament and appearance.
- Ability to work and relate to a variety of personalities/cultures with diplomacy, friendliness and poise.
- Able to prioritize and handle multiple tasks
- Proficient computer skills needed.

### **Minimum Qualifications**

- Proficient in using various databases, accounting software (QuickBooks preferred) and Microsoft Office (MS Publisher, MS Word, MS Excel, MS Outlook, and MS PowerPoint).
- Strong organizational skills with the ability to multi-task and prioritize work.
- High School degree.
- Minimum of two years bookkeeping experience. Church or non-profit bookkeeping experience preferred.
- Practicing Catholic.

Please send resume thru INDEED at: [https://www.indeed.com/job/parish-bookkeeper-af9038aba3fd9872?\\_ga=2.199786790.986862043.1670965260-347561763.1659732834](https://www.indeed.com/job/parish-bookkeeper-af9038aba3fd9872?_ga=2.199786790.986862043.1670965260-347561763.1659732834)