



# Church of the Resurrection

*From the desk of Fr. Labenz*

**Job Title:** Bookkeeper (Part-Time – Up to 20 hrs/wk)

**Reports To:** Pastor

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## **General Position Summary:**

The parish bookkeeper is responsible for maintaining accurate financial records and supporting the financial operations of the parish and school in accordance with diocesan policies, generally accepted accounting principles, and Catholic stewardship principles. This position assists the pastor, the principal, and the parish finance council by providing timely financial information, ensuring proper handling of parish funds, and supporting the mission of the parish through effective financial administration.

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## **Primary Responsibilities:**

### **Financial Management**

- Work with Profit Builders to submit and code Church and School receipts and expenses weekly.
- Oversees weekly offertory process.
- Monitor cash flow and maintain accurate records of restricted and unrestricted funds.
- Process vendor payments and maintain vendor files.
- Assist with budget preparation and monitoring.
- Provide monthly, quarterly, and annual financial reports for the pastor and finance council.

### **Payroll and Human Resources Support**

- Process bimonthly payroll.
- Maintain and update employee payroll records and benefits information.
- Onboard new employees.
- Manage annual benefit selections for all employees.

### **Compliance and Reporting**

- Assist with parish audits and financial reviews.
- Maintain confidential financial and personnel records.

### **Parish Support**

- Provide financial information and assistance to ministry leaders as needed.
- Support stewardship and fundraising efforts through accurate financial tracking.
- Respond professionally to parishioner inquiries related to tithing and financial records.
- Collaborate with parish staff to support the overall mission and ministry of the parish.
- Works with the Communications Director and Finance Council Chair to provide accurate data for parish communications.

**Other Responsibilities - Collateral Duties (as needed):**

- Answer phones and greet visitors at the parish office.
  - Be present at major parish events.
  - Attend monthly Finance Council meetings.
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**Qualifications**

- Prior bookkeeping or accounting experience is preferred.
- Proficiency in accounting software and Google Sheets.
- Strong organizational skills and attention to detail.
- Ability to maintain strict confidentiality.
- Excellent communication and interpersonal skills.

**Knowledge, Skills, and Abilities**

- Understanding of basic accounting principles and financial reporting.
- Ability to reconcile accounts and identify discrepancies.
- Knowledge of payroll processing and tax regulations.
- Strong analytical and problem-solving skills.
- Commitment to accuracy and ethical financial practices.
- Ability to work collaboratively with clergy, staff, volunteers, and parishioners.