

Bookkeeper

All Saints Catholic Church

Role Description: The bookkeeper oversees all parish finances and applies diocesan and accounting principles to ensure appropriate compliance. In addition, the bookkeeper works with all parish ministries to ensure proper collection and recording of all funds. The Bookkeeper reports directly to the Pastor. This is a part-time hourly role with no pension contributions and medical benefits.

Role Responsibilities:

- **Financial Responsibilities:**

- Maintain the accuracy of all financial files and records and establish a responsible cash flow management system.
- Prepares monthly financial statements and provide copies to Pastor and Finance Council (may be loaded onto the Parish secured Google share drive)
- Prepares, administers, and reviews budget process in collaboration with departments and ministries, subject to review and approval by the Finance Council and Parish Council, as required.
- Responsible for monitoring and compliance with approved budgets of all departments/ministries in collaboration with the Finance Council. Work with staff/ ministries to ensure compliance with the approved budget for revenue & expense.
- Acts as liaison between the parish and the archdiocese in financial matters.
- Maximizes cash management resources.
- Processes payments for goods and services received if there is verified adherence to the spending policies of the parish.
- Collects personnel payroll time reporting information and processes payroll every two weeks. Tracks accrued and used paid time off and reports status monthly to the Business Manager.

- **Administrative Responsibilities:**

- Oversee the management and security of parish financial records
- Coordinates parish liability, property, and workers' compensation insurance with the archdiocesan general insurance program
- Maintains good working relationships and effective communications with parish staff, ministries, diocese personnel, vendors, etc., as it relates to financial matters
- Attends all pastoral staff and Finance Council meetings and prepares to discuss parish finances. In addition, will attend Parish Council meetings as requested.
- Attends all archdiocesan meetings representing the parish and the Pastor, as needed
- Consults with and advises the Pastor on financial matters that affect the parish
- Tracks Christmas Wish List requests, funds received, and spending occurred

A Complete Job Description may be found at: <https://www.allsaintsheights.com/current-employment-opportunities>

Resume and Interest letters may be emailed to: fr.eli.lopez@allsaintscatholic.us