

**St. Michael The Archangel Parish
Remus, MI**

POSITION DESCRIPTION

POSITION TITLE: Bookkeeper

REPORTS TO: Pastor

FLSA STATUS: ☐ Exempt ☒ Non-Exempt

EFFECTIVE DATE: September 1, 2021

BROAD STATEMENT OF RESPONSIBILITIES: This person is responsible for the prompt, accurate and confidential preparation and maintenance of the books of original entry (general ledger, general journal, payroll) as well as necessary supporting schedules, closing at the end of an accounting period according to generally accepted accounting principles. In addition, this position maintains all personnel files, communicates with Michigan Catholic Conference, payroll processing services, and other select outside vendors.

This is a regular part-time position requiring approximately 24 hours/week. It may occasionally require evening or weekend work.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or Diocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Roman Catholic Doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided. This position DOES NOT require that the employee be Catholic.

SPECIFIC DUTIES:

1. Maintain our general ledger, accounts payable and receivable ledgers, bank accounts, necessary general journal entries, etc., along with all appropriate supporting documents. These will be maintained in a readily accessible, auditable manner.
2. Verify purchases against accounts payable for accuracy and compliance with the operating budget.
3. Prepare vendor and other payments as required obtaining the necessary authorized signatures.
4. Accurately record all deposit information according to parish cash receipt policies.
5. Reconcile all bank accounts monthly.
6. At the end of the (monthly and year-end) accounting period, assist in the design and preparation of the summary financial report which will be reviewed by the parish finance council. On a calendar quarter basis, that will be accompanied by

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a detailed p & l and balance sheet, showing individual accounts and year to date variances.

7. Prepare operating statements for parish fund-raising activities.
8. Monitor trends important to the health of the parish, e.g., mass attendance, budget variances, cash balances, etc.
9. Prepare fiscal year-end reports (12 months ended June 30th) required by the diocese and parish.
10. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

There are no direct reports to this position. However, the bookkeeper must work closely with, and support, all personnel employed by the parish and school as well as with the larger parish community. This position is an integral part of the management team.

KNOWLEDGE, SKILLS AND ABILITIES:

- A working understanding of double entry bookkeeping and basic accounting, including period close procedures.
- Familiar with Microsoft Office Suite, particularly Excel, Word and Publisher.
- Works readily and easily with others.
- Self-starting and motivated

QUALIFICATIONS:

- A minimum of 3 years' work experience in bookkeeping, record-keeping, accounting including the preparation of operating statements. An associate's degree in accounting would be helpful.
- A work history of increased responsibility and growth within a job.
- Must be able to work readily with, and support, fellow parish employees, school personnel, the larger parish community, and a variety of support committees, such as Finance Council, Pastoral Council, Building and Grounds, Haiti, etc.

Please submit your resume to:

St. Michael The Archangel Roman Catholic Church
8929 50th Avenue
Remus, MI 49340
Attn: Pastor

Or: submit via email to *parishoffice@stmikes.us*