

The Bookkeeper of St. Mary Magdalene Parish is a professional who assists in support of the Pastor and Finance Committee. This position is a steward of the financial and personnel resources of the parish and enables the other ministries to function effectively. The Parish Bookkeeper is a person of faith, committed to strong financial policy compliance and assists the Parish in fulfilling its mission and purpose.

Job Responsibilities:

- Performs and supervises day-to-day accounting duties including financial statement preparation.
- Prepares, administers and reviews budget process, in compliance with Diocesan policy and in collaboration with Pastor, and Finance committee.
- Maintains accounting controls by preparing and recommending policies and procedures in accordance with industry and Diocese Standards.
- Collaborate with the Finance Committee to produce reports, submissions and chart of accounts to ensure all funds processed promote the life and mission of the parish.
- Participates in the development and implementation of parish personnel policies in collaboration with the pastor and the Diocese.
- Processes time and leave records and administer salary and benefits program
- Coordinates with Columbarium committee on the financial reporting and records for the operation of the columbarium
- Maintains good working relationships with the parish community, other parish staff, diocesan personnel, and other groups and authorities.

Job Requirements Knowledge Skills and Abilities

- Knowledge of the mission of the Catholic Church
- Strong experience in bookkeeping , accounting principles and practices
- Financial management experience and excellent interpersonal skills
- Principles of non-profit financial administration, including budgeting, reporting and fundraising.
- Ability to communicate clearly and concisely, verbally and in writing.

Education and Experience

- Bachelor's degree in accounting, finance or Business management
- Minimum of five years of related work experience in a professional business setting encompassing a majority of the major areas of responsibility listed above.
- Proficiency in MS Office products
- Proficiency in Quickbooks, Peachtree, or other accounting software