St. Vincent de Paul Parish of Shepherd MI is looking for a part-time Bookkeeper to support the day-to-day operations of our parish office. In general, the Bookkeeper will be responsible for accounts payable, accounts receivable, banking, customer service, data entry, analysis of parish finances as well as assist with other duties assigned.

Interested candidates should send resume and cover letter

Email to:

Deacon Todd Lovas, Pastoral Administrator, [deacontodd@gmail.com](mailto:deacontodd@gmail.com)

(list Parish Bookkeeper in subject line)

Mail to:

Deacon Todd Lovas

(Parish Bookkeeper)

168 E. Wright Ave

Shepherd, MI 48883

**St. Vincent de Paul Parish, Shepherd, Michigan**

**Bookkeeper**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME: DATE:**

**JOB TITLE: Parish Bookkeeper**

**SUPERVISOR: Deacon Todd Lovas**

**STATUS: Part Time / Exempt Employee**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I. GENERAL DESCRIPTION**

* To maintain all financial accounts of the parish
* Inform Pastor/PA of status of those accounts, and provide reports and related information to the Finance and Parish Pastoral Councils

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Receive, verify, and remit outstanding balances for parish invoices
* Oversee the Collection Counters
* Record all moneys reported by the Collection Counters
* Record all miscellaneous moneys received by the parish and deposit them in local or diocesan parish accounts
* Collect timesheets from parish employees, verify payroll with supervisor and coordinate payroll through Paycor
* Complete monthly IPDL account transfers
* Provide information on parish financial standing via bulletin reports
* Maintain parish employee personnel files, including new employee intake

**III. ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

* Reports directly to the Pastor/Pastoral Administrator
* Maintains communication with Finance Council, Collection Counters, Food Pantry Volunteers, and parish employees
* Maintains security and privacy of parishioners and financial information

**IV**. **WORKING CONDITIONS**

Work is performed primarily in an office setting. Employee is required to do extensive close computer work. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs. Evening work will occasionally be necessary.

* + A workday is 9am-5pm normally two days a week with appropriate breaks. A third day in the week as required but must be approved by Pastor/PA. Some evening meetings are required
  + Work is clerical
  + Physical requirements include self-mobility from own transportation, ability to communicate effectively
  + Confidentiality of parish and parishioner information is required.
  + Occasional travel to Diocese of Saginaw may be required or other diocesan meetings at other locations
  + Regular, reliable attendance is required. Arrangements can be made with Pastor/PA for personal time off when needed

**V. QUALIFICTIONS & SKILLS**

* Computer knowledge, skills, experience, and aptitude is essential
* Driver’s license is required
* Must provide a good public impression for the parish
* Working knowledge of general accounting procedures
* Experience with accounting software and data entry
* Analytical skills
* Organizational skills

**JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

**SIGNATURES**

* Supervisor’s to indicate assignment of duties, line of supervision
* Employee’s, after hire, to indicate acceptance of duties and supervision

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**