

# St. Mary of the Hill Parish

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## Bookkeeper Job Description

**Position Title:** Bookkeeper

**Status:** 10-15 hours per week, 52 weeks a year; as an employee, or sub-contractor.

**Reports to:** Pastor

**Primary Objective:** To maintain the parish financial records following Milwaukee Archdiocesan standards.

**Requirements:** Strong understanding of generally accepted accounting principles and payroll processing. Knowledge of QuickBooks, Microsoft Excel, Word, and Outlook required. Must be able to work effectively with others as well as have strong organizational and interpersonal skills.

### Major Areas of Responsibility:

- Work closely with Trustee- Treasurer to follow Archdiocesan Accounting Guidelines.
- Code income and expenses with account numbers and classes for QuickBooks.
- Record all income and expense items into QuickBooks.
- Create checks for expense payments and prepare for signatures.
- Process on-line giving transactions, create reports and post into the parish donation system and QuickBooks.
- Post parishioner donations into parish donation system.
- Create payroll every other week, using the Online Payroll Manager program, working closely with the parish CPA to ensure all taxes are paid and forms are created. Record payroll into QuickBooks.
- Reconcile all Bank Statements, close month end and create financial reports for Trustee- Treasurer, by the 10<sup>th</sup> of the month.
- Enter budget into QuickBooks; create budget to actual variance reports when requested.
- Create 1099-Misc reporting annually, prior to federal due date.
- Maintain yearly vendor files, permanent asset files, payroll files, and bank statement files.
- Archive files at fiscal year end following Archdiocesan Accounting Guidelines.
- Maintain confidentiality of all parishioner and parish financial information.
- Other appropriate administrative duties as assigned by Pastor.
- Job requires sitting at a desk 80-90% of working time.
- Job requires occasional lifting, up to 30 pounds.
- Work with Trustee –Treasurer to pick up bank bag weekly, after envelope collection deposits are made.

**Salary:** Commensurate with related finance work experience and education.

Please submit your resume to [pastor@stmaryhh.org](mailto:pastor@stmaryhh.org), for any additional information contact Laurie at 262-224-8513.

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