

Saint Benedict, Florence CO
POSITION DESCRIPTION

POSITION TITLE:	Bookkeeper
IDENTIFYING INFORMATION:	
Schedule:	Part-time
Salary Range:	\$25.00 to \$30.00 an hour
Status:	Non-exempt
Reports to:	Pastor

POSITION SUMMARY

The Parish Bookkeeper is a professional administrator in support of the Pastor. Under the direction of the Pastor, essential duties and responsibilities include compliance and financial records and affairs of the parish. These responsibilities include a variety of bookkeeping and accounting duties, recording expenditures, receipts, accounts payable, receivable, banking relations, monthly reconciliation of bank accounts and financial reporting in accordance with internal control procedures.

ESSENTIAL DUTIES:

- Prepares and processes transactions relating to one or all of the following areas: General Ledger, Accounts Receivable, Accounts Payable and, Parish property, utilities, taxes, and insurances
- Process and prepares checks for signature.
- Provides financial data and reports relating to general ledger, accounts receivable, accounts payable and/or payroll
- Maintains accurate and complete records of transactions
- Review source documents for accuracy, proper authorizations, correct discrepancies, and errors and make journal entries to automated sub and general ledger systems
- Communicates with vendors, parishes, and employees
- In addition, may perform some reception and filing work, typing and other related clerical duties as required
- Process weekend and special collections following diocesan guideline with counting team. Maintain records of special collections received from parishes, remit collections to proper institutions
- Balance and reconcile all accounts on a monthly basis.
- Prepares year-end tax statement for parishes and 1099 for vendors
- Maintain records of funds received, deposit funds to appropriate institutions monthly
- Review claim vouchers maintain log of monies received and paid out
- Maintain accounting records; ensure existence of verifiable audit trail for all financial transactions
- Maintain required property and other insurance records
- Attend Finance Committee meetings when requested
- Assist in the preparation of annual budget
- Prepare payroll; perform state and federal payroll filings; update payroll system accordingly; maintain employee files with related payroll documentation

QUALIFICATIONS:

Education and Experience:

- High School Diploma or equivalent. Associates Degree in Accounting , preferred.
- 1-3 years' experience in bookkeeping or accounting

Knowledge Skills and Abilities demonstrating application of the following:

- Possess knowledge of Generally Accepted Accounting Principles (GAAP).
- Possess technical knowledge in the areas of financial accounting and reporting management and accounting procedures
- Proficient with Microsoft Windows, Microsoft Excel, and internet browsers; experience with accounting software
- Knowledge of the operation of diocesan deaneries, parish structures and operations preferred.
- Ability to handle sensitive, confidential information with discretion
- High level of accuracy and attention to detail
- Exhibits good listening and comprehension; ability to effectively present information and respond to questions
- Ability to keep others adequately informed; select and use appropriate communication methods; listen and get clarification
- Excellent interpersonal, oral, and written communication skills, projecting in a professional, sincere, and friendly manner
- Ability to function effectively and efficiently in an active environment under flexible and changing conditions
- Self-motivated, well organized, and able to effectively work independently within a team framework.

Supervisory Responsibility:

- This position does not have supervisory responsibilities

Work Environment:

- This position is in a general office setting
- Days and hours of work are generally:
 - Thursday 9:00 a.m.- 12:00 p.m.
- Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment
- Ability to sit or stand for long periods of time using various office machinery
- Repetitive motion activities; data entry/keyboarding
- Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying

Other Requirements:

- Must be a practicing Roman Catholic in good standing and in full communion with the Church.
- Must pass a criminal background investigation.
- Must have good driving record, current Colorado Driver's License, and automobile insurance.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the Church.

Applications for this position will be accepted until April 5, 2026

Thank you for your interest in career opportunities with Saint Benedict Parish, Florence CO

To apply for this position, please send your resume to:

Saint Benedict Catholic Church

Attn: Rev. Stephen Injoalu

622 W. Second Street

Florence, CO 81226