

St. Kevin Parish

Bookkeeper Job Description

Position: Bookkeeper

FLSA Status: Part time non-exempt (hourly position,
required in office dates/hours to be determined)

Reports To: Miguel Ruiz, SVD, Pastor

Essential Function:

This position performs the bookkeeping function for the following entities and main responsibilities include overseeing bank reconciliation, payables/receivables, general ledger, financial reporting and budget:

- St. Kevin Parish

Major Responsibilities include:

- Budget preparations for St. Kevin Parish
- Process purchase orders relative to budgets
- Prepare for Pastor's approval invoices and reimbursement requests for payment
 - Determines timing of release of payments based on Cash Flow Projections
- Monitors income and expenditures relative to budgets
- Financial Record Filings
 - Monthly and Quarterly
 - Annual report

Can we please add Manage Flocknote the Parish Database, print Tax letters as requested from parishioners.

- Manage rental property deposits
- Flocknote - the parish database, print tax letters, as requested from parishioners
- Co-ordinates medical reimbursements for full-time staff (tbc)

Accounts Payable

- Review all bills and invoices, check for accuracy
- Prepare checks for Pastor's review and signature
- Post checks to cash disbursements and to QuickBooks
- Bank reconciliation for all entities
- Show all debits and credits on monthly bank statements,
- Identify all items needed to reconcile bank balance to book balance
- Post any necessary adjustments to books
- Prepare payroll for ADP processing
- Export payroll expenses to appropriate Cost Centers: Bookstore, Parish, Paulist Fathers
- Prepares and records deposits for all entities: Parish

- Maintain employee personnel records
- Oversees maintenance of Accounting System
- Act as primary interface with auditors
- Files Worker's Comp reports with Insurance Company as necessary
- Maintains vacation and sick accruals for employees (tbc, may be managed by SF Archdiocese HR office)
- Processes MFIF for all employees

Financial Statements

- Prepare monthly statement of operations and submit to Pastor for review and approval
- Prepare quarterly statement of operations and submit to Pastor for review and approval
- Prepare annual statement of operations and submit to Pastor for review and approval.
- Make any necessary corrections and submit final report to the Archdiocese
- Oversee the tax compliance of the Parish and Bookstore's financial operations

Payroll

- Calculate payroll for the month.
- Prepare bank deposit ticket for payroll account based upon amounts needed.
- Check the payroll report for accuracy.
- Post payroll to cash register and general ledger.
- Prepare annual pension report for the Archdiocese.

Annual Budget

- Prepare with Pastor the annual salary schedule based upon scale amounts provided by the Archdiocese pay scales
- Based on historical costs and projected needs, projects and other annual expenses in addition to salaries
- Any other requests made by the Pastor, including attendance at finance council meetings

Experience Required:

He/she must have 2-4 years of experience as a bookkeeper with accounting skills in A/P, Bank reconciliation, journal entries, general ledger, financial reporting, demonstrating strong Excel knowledge and skill. Must also possess organizational and communication skills. The employee must pass a bookkeeping examination administered by the ADSF Finance Department and have QB and /or QBO experience. Previous experience in an educational and/or Catholic institution is preferred.

Education/Certifications:

A Bachelor's Degree is preferred.

To Apply: Please submit [application](#) and resume to stkevin100@gmail.com, St. Kevin Parish, 704 Cortland Avenue, San Francisco, 94110 (415) 648-5752

"Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records."

As of 4/22/22