

Job Posting Form

Date Posted: October 11, 2016

Send resume to: Janet Paul
Nativity of the Blessed Virgin Mary Church
janet@nativityharrishill.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 35 Full-Time:

Job Title of Open Position: Bookkeeper

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Nativity of the Blessed Virgin Mary Church Department Rectory

Location Address: 4375 Harris Hill, Williamsville NY 14221

Employer website: _____

Brief Job Description

Essential:

- Process Accounts Payable
- o Audit invoices and payment requests and prepare for payment
- o Match receipts to parish summary billing statements
- o Print and mail check payments
- Deposit Processing
- o Verify deposits received and generate receipts
- o Match bank deposit receipts to parish documentation
- o Post deposits to PDS Ledger software
- Parish Pay
- o Parishioner enrollment and account maintenance
- o Monthly remittance reconciliation and upload to parishioner accounts in PDS Church Office
- o Monthly journal entry to record deposit transactions to PDS General Ledger
- School Tuition Processes
- o Generate and maintain tuition statements on QuickBooks software
- o Track enrollment and family demographics on MS Excel schedules
- o Process and record tuition and fee payments on QuickBooks and PDS Ledger software
- o Collaborate with school secretary to ensure enrollment and demographic records match up
- o Generate appropriate tuition related tax receipts as needed
- Bank Reconciliation
- o Monthly reconciliation of various bank account statements to general ledger transactions
- o Research and resolve any discrepancies

Other Duties:

- Accounting Entries on PDS Ledger
- o Post various monthly allocations including Payroll and Health Insurance premiums, among others
- o Record adjusting entries as needed related to correction of mispostings or errors

Other Duties, continued

- Weekly offertory envelope input into PDS Church Office(share responsibility with Parish Secretary)
- Cross train with Parish Secretary position and provide coverage when Parish Secretary is out of the office.
- Other duties as assigned by Business Manager and/or Pastor

M-F 8:30am to 4:00pm, 1/2 hour lunch break

Total 35 hours per week

Qualifications: Required Education/Experience -

- - BS in Accounting or Finance
- - Associates degree in Accounting and 3-5 years experience as full set bookkeeper will be considered
- - 1-3 years experience in an office setting
- - Non-profit experience preferred
- - Experience with PDS Ledger and PDS Church Office a plus

Desired Skills

- - MS Office proficiency required including Excel, Word, Power Point and Publisher
- - Strong written, verbal and interpersonal skills
- - Able to multi-task in a busy office setting
- - Excellent organization, planning and time management skills
- - Self-starter with the ability to work independently with minimal supervision

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **November 1, 2016**