



Saint Cecilia Church and School

434-440 Norton Road, Columbus OH 43228 | Church 614.878.5353 | School 614.878.3555

Employment Opportunity Parish Bookkeeper

Posted Date: March 8, 2024

Status: Part-Time (20 hrs/week)

I. **JOB SUMMARY**

Under the direct supervision of the Business Manager and in accordance with established policies and procedures of the Columbus Diocese, the Parish Accountant works closely with the Business Manager to ensure financial records are accurate and up to date. Provides accounting support for the church and school. Performs various duties in the area of cash disbursements and cash receipts and related functions. Records accounting transactions, and performs account analysis. Recognizes the value of financial data in planning and operational control. The position is expected to use personal judgment in carrying out the duties and responsibilities of the parish.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the parish policy and procedures manuals.

II. **ESSENTIAL JOB RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

1. Assist the Pastor and Business Manager in financial and administrative matters
2. Perform assigned bank reconciliations monthly
3. Review and consult on all Purchase Orders
4. Prepare regular and closing monthly, quarterly and annual journal entries of assigned funds/budgets handled by the church and school
5. Pay authorized invoices
6. Maintain petty cash with accurate records and receipts
7. Account for all deposits ensuring all designations/restrictions are appropriately accounted for, including offertory weekly deposits
8. Work closely with the Finance Council in establishing budgets for all departments and organizations that comprise the Parish of Saint Cecilia
9. Prepare monthly financial statements; analyze reports for variances from budget; ensure restricted funds are properly accounted for; and estimate cash flow
10. Assist in fiscal year-end accounting and diocesan audits
11. Oversee the The Appeal and other Special Collections, as needed
12. Maintain all credit card transactions
13. Perform miscellaneous duties as assigned by the Pastor and/or Business Manager
14. Regular attendance and punctuality are essential for this job



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III. POSITION QUALIFICATIONS

Experience: A minimum of five years accounting experience. Proficient knowledge of financial systems and accounting practices

Job Related Skills: Knowledge of General Accounting Principles is essential. Must be proficient in MS Office software (Word & Excel) and Quickbooks accounting software. Must be able to communicate effectively both in written format and oral presentation; multi-task and establish priorities; exhibit initiative, responsibility and flexibility.

Interpersonal Skills: Work with others in a collaborative team environment to achieve group goals; demonstrate human relationship skills when dealing with co-workers, those we serve, vendors, and the general public

Language Skills: Reading and comprehending instructions; write correspondence and memos; effectively communicate to customers, vendors, and other employees of the parish

Mathematical Skills: Perform basic accounting functions using automated system; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio and percent; draw and interpret bar graphs

Reasoning Ability: Apply common sense understanding to carry out detailed and complex written or oral instructions; communicate sensitive information; define problems, collect data, establish facts and draw valid conclusions; interpret a variety of technical instructions in mathematical or diagram form. A Catholic missionary mindset is preferred when dealing with financial decisions relating to the parish.

Working Environment: Practice the highest standards of integrity, professionalism and confidentiality; organize workload, and multi-task; work under pressure and meet deadlines

Position is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course.

Compensation is commensurate with candidate's education and experience.

Please send resumes, with references, to Katie Wohrle at St. Cecilia Church, 434 Norton Rd, Columbus, Ohio 43228 or at kwohrle@ceciliachurch.org.