

Our Lady of the Lake Parish

128 Sunset Drive, Edinboro PA 16412

814-734-3113

www.ololake.com

Position Description

Job Title:	Bookkeeper
Location:	Our Lady of the Lake Church; Edinboro, PA
Reports to:	Pastor
Classification:	Hourly, Part-time, Non-Exempt

I. Summary

We are seeking a talented and knowledgeable bookkeeper for Our Lady of the Lake Parish. The parish serves south-central Erie County and north-central Crawford County, within the Roman Catholic Diocese of Erie Pennsylvania. The parish contains three churches: Our Lady of the Lake Church - Edinboro PA, St. Anthony of Padua Church - Cambridge Springs, PA, and St. Bernadette Church – Saegertown, PA. The parish office is located in Edinboro.

The parish Bookkeeper works in the financial areas of the parish by performing various accounting and reporting functions. The Bookkeeper is involved in all aspects of the day-to-day accounting functions of the parish; and will be actively involved in the month-end closing process. The Catholic Diocese of Erie provides financial protocols each parish must follow which are listed on the website: www.eriercd.org.

II. Duties and Responsibilities

A. Bookkeeping areas:

1. Enter deposits into proper accounts in the QuickBooks online bookkeeping system.
2. Verify, record, and file receipts turned in by staff.
3. Process and prepare checks for accounts payable. Pastor reviews and approves invoices for payment and signs checks. Some invoices can be paid on-line.
4. Record any necessary adjusting journal entries in QuickBooks, verifying class allocations.
5. Process payroll bi-weekly through Erie Custom Computer Association (ECCA-Payroll).
6. Create applicable reports as requested by staff or finance council.
7. Monitor special fund raising, including Bishop's Appeal, special collections, fundraising activity/accounts.
8. Collaborate in producing the annual diocesan financial report and file timely with the Diocese. (Currently August 31)

9. Submit information to ECCA for any payments subject to 1099 reporting that are not included in the payroll system.
10. Attend finance council meetings, functioning as recording secretary.

B. Banking areas:

1. Reconcile all bank and investment accounts.
2. Oversee the money counting procedures; manage counting teams for accuracy and capability.

C. Budget areas:

1. Enter data into QuickBooks; finance council approved budget figures for each account.
2. Communicate monthly budget reports to appropriate people/departments.
3. Create and distribute budget reports as needed for the Finance Council.
4. Ensure annual budget report is timely filed with the Diocese of Erie (currently May 31)
5. Other duties as assigned.

III. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Living in the vicinity of Edinboro (Erie / Meadville) will be helpful for consistent work weeks.

A. Education/Experience:

Associate degree with accounting/bookkeeping concentration; at least one to three years of previous bookkeeping experience; bookkeeping classes from accredited education facility.

B. Religious / Ethical Requirement:

Being an active Catholic is necessary for successful employment as knowing to become familiar with parish and diocesan hierarchical and financial protocols. All applicants are held to high ethical and legal standards.

C. Skills and Abilities

- Attention to detail
- Excellent written and verbal communication skills
- Ability to multi-task
- Strong organizational skills
- Experience using QuickBooks online version
- MS Office, with strong Excel skills
- Able to work well in a team environment
- Keep sensitive information confidential

IV. Work Environment

The noise level in the work environment is usually low to moderate. Work is performed in an office environment. Normal work hours are Monday through Thursday from 9:00 A.M. and 3:00 P.M. Flexible work hours may be requested by the employee. In addition, occasional overtime may be required at times.

A. Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. This position requires the ability to verbally converse with other individuals, organize paperwork, and move and lift objects of ten pounds. Requires moderate amount of time sitting. Requires use of office equipment including telephone, personal computer, calculator, and copier.

B. Job Development:

The Bookkeeper has the potential to grow into a managerial position upon evaluation and competency.

V. Application Procedure

RESUMES may be emailed to: Rev. Mark A. Hoffman at Fr.Mark.Hoffman@ololake.com; successful applicants will be invited to an interview.