



## STAFF ACCOUNTANT Job Description

- PARISH MISSION:** To build God's Church across generations by living the Eucharist.
- CLASSIFICATION:** Non-Exempt
- POSITION TYPE:** Full-time. Work hours/days are subject to the demands of the position and may include an occasional evening based on church events.
- EFFECTIVE DATE:** January 1, 2025
- REPORTS TO:** Business Administrator
- Primary Objective:** Handle the day-to-day accounting activities, ensuring the church's financial transactions are processed with accuracy and integrity in accordance with Generally Accepted Accounting Principles. This position will support the church's mission by providing timely and accurate financial reporting, utilizing best practices in accounting, upholding internal controls and identifying process improvements.

### Job Duties:

#### Cash Receipts & Disbursements:

1. Oversee the weekly money counting process.
2. Receive, process, deposit, and record other donations, special collections, and fundraising event proceeds in a timely manner.
3. Regularly review and record online banking activity.
4. Ensure donor contributions are properly recorded in the database and acknowledgment letters are sent in a timely manner.
5. Provide assistance to parishioners in matters relating to their contributions.
6. Process accounts payable, Mass stipends, sales commissions to Cemetery Sexton, and employee expense reports ensuring proper documentation and approval.
7. Prepare and issue checks and execute electronic payments for accounts payable and outstanding loans.
8. Process the accounting of interparish activity.

#### General Accounting & Financial Reporting:

1. Record daily financial transactions, ensuring accuracy and completeness.
2. Participate in the month end close process by preparing journal entries, reconciling bank accounts and assisting with other reconciliations as needed.
3. Maintain fixed asset records.

4. Prepare & distribute monthly financial statements in a timely manner.
5. Assist in preparation of annual diocesan reports.
6. Assist in preparing the annual budgetary plan for approval.

**Payroll & Human Resources Support:**

1. Process biweekly payroll, including the payment of compensation and benefits, ensuring all payroll-related taxes and benefits are processed accurately.
2. Maintain employee records related to payroll compensation, deductions, and benefits.
3. Assist in the implementation of a new payroll system.
4. Assist with onboarding new employees, various clerical paperwork and assisting with benefits administration.

**Compliance & Regulatory:**

1. Ensure all federal, state, and local taxes are filed and paid timely in accordance with laws and regulations.
2. Prepare and file compliance reporting, including W2s, 1099s and gambling permits.
3. Prepare year-end tax contribution statements for distribution to all donors.
4. Maintain current record of W9s and certificate of insurance for vendors, as necessary.
5. Optimize sales tax exempt benefit and issue tax exempt certificates, as necessary.

**Other:**

1. Ensure proper financial procedures are followed in accordance with internal controls to safeguard church assets.
2. Recommend ways to improve, simplify, or eliminate tasks improving administration.
3. Maintain accounting records per St. Mary's records retention policy.
4. Assist in responding to relevant questions from parishioners.
5. Assist with Administrative Assistant duties such as answering phones and welcoming guests to the parish office, as necessary.
6. Assist with special projects and initiatives related to church finances or events.
7. Maintain quality and productivity at highest levels.
8. Able to work within a team.
9. Follow safety and good housekeeping practices.
10. Perform other related duties as assigned.

**Education and Experience:**

- Associate's Degree in Accounting or related field, Bachelor's Degree preferred.
- Minimum of three years of accounting experience required, public accounting experience highly valued.
- Payroll processing experience.
- Technically proficient in the use of Microsoft Office, especially Excel.
- Possession of a valid driver's license.

**Essential Job Functions:**

- Solid understanding of Generally Accepted Accounting Principles.

- High level of integrity and discretion in all matters and prioritize ethical practices in all aspects of your work.
- Strong attention to detail and accuracy.
- Good written and verbal communication skills.
- Good organizational skills; time management.
- Excellent teamwork and collaborative skills; service oriented.
- Adapts to change and a willingness to learn.
- Reliability, including regular and consistent attendance.

**Equipment Used to Perform Job:**

- Computer and peripheral equipment
- Calculator
- Telephone
- Personal vehicle

**Significant Worksite Measurement:**

- File boxes are stacked
- 3 foot step ladder
- Boxes of files weigh 62 lbs. (may be handled by two people)

**Critical Demands:**

- Sitting or standing for extended periods of time
- Finger manipulation-continuously
- Push/Pull (file drawers, desk drawers)-occasionally
- Squatting, bending, kneeling, crouching, or stair climb-rarely
- Travel – Occasionally, in-town travel primarily for banking, rare out-of-town travel for training opportunities.

**Environmental Exposures:**

- Essential functions are regularly performed without exposure to adverse environmental conditions.

**Vision and Hearing Required:**

- Near vision - significant computer and reading correspondence
- Far vision, color discrimination, depth perception minimum reading
- Hearing sensitivity-minimum

<b>Key:</b> Rarely	1-5-% of day
Occasionally	6-33% of day
Frequently	34-66% of day
Continuously	67-100% of day