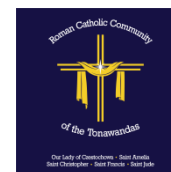


# Roman Catholic Community of the Tonawandas

## FAMILY # 18



<b>JOB TITLE:</b>	Bookkeeper	<b>JOB CATEGORY:</b>	Business Office
<b>Department/Group:</b>	Business Office	<b>Full Time/Part Time</b>	Full-Time
<b>Office Location</b>	Family Office, St. Christopher	<b>Travel required:</b>	Between Family sites and other travel as required
<b>Salary</b>	\$20/hr--\$22/hr	<b>Benefits</b>	Medical, Dental, 403(b)
<b>Contact</b>	Marie Schwab business@rcct.faith	<b>Date posted:</b>	April 29, 2024

### APPLICATIONS ACCEPTED BY:

**Email** [business@rcct.faith](mailto:business@rcct.faith) **Subject line:** Bookkeeper

### JOB DESCRIPTION

The Parish Family/School bookkeeper is responsible for payables, receivables, financial reports, bank reconciliations, general ledger and assisting with budgeting using proper account procedures. This position will also handle school bookkeeping which includes school tuition, registration, after school, and incidental billing for multiple schools.

#### Role and Responsibilities

Responsible for all bookkeeping duties associated with multiple parishes and schools. This includes daily management of vendor invoices for parishes and schools, review of invoices, coding to proper general ledger accounts, and entering into PDS Ledger. Process and mail payments for all invoices. Prepare and post general journal entries as required. Receives and prepares school, parish, and other miscellaneous deposits. Documents deposits properly, takes deposits to bank, and records in accounting program. Review and record weekly offertory. Reconcile credit cards, Square and Venmo accounts monthly. Prepares month end reports and reconciliations and provides to Business Manager, Pastor and finance committees. Assists with budget preparation.

Handles billing and collection of school tuition, after school tuition, and other school fees in FACTs. Notify and follow up on delinquent tuition accounts. Works with school families regarding tuition, tuition assistance, and other billing concerns. Records deposits received from FACTs and miscellaneous events in PDS Ledger. Assists with setting yearly tuition rates, NYS grants, and government funding for school.

Maintain accurate and organized files for all accounts payable, bank statements, credit card receipts and reconciliations, journal entries, check registers, tuition billing, and school files. May require occasional evening meetings.

Performs all other related duties and functions as instructed.

#### Qualifications and Education Requirements

- ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION, ACCOUNTING OR RELATED FIELD
- MINIMUM OF THREE YEARS RELEVANT EXPERIENCE – PREFERABLY IN A NON-PROFIT ORGANIZATION
- KNOWLEDGE OF PROPER ACCOUNTING PRINCIPLES
- FAMILIAR WITH MICROSOFT EXCEL, MICROSOFT WORD,
- EXCELLENT COMMUNICATION, CUSTOMER SERVICE, AND TIME MANAGEMENT SKILLS
- ABILITY TO MEET DEADLINES AND HANDLE MULTIPLE PRIORITIES
- MUST BE ABLE TO MAINTAIN CONFIDENTIALITY

**Interested parties should submit resume/cover letter to Business Manager at above email address.**  
**Roman Catholic Community of the Tonawandas is an equal opportunity employer.**