

## Holy Spirit Parish - Kennewick

### Job description

<b>JOB TITLE:</b>	Bookkeeper
<b>SUPERVISOR:</b>	Pastor
<b>CLASSIFICATION:</b>	Part-time (20-30 hours per week); Hourly
<b>SALARY:</b>	\$22-\$25 per hour, depending on qualifications
<b>BENEFITS OFFERED:</b>	Health insurance, retirement plan, paid time off
<b>DATE PREPARED:</b>	January 8, 2025
<b>APPROVED BY:</b>	Rev. Michael Brzezowski, Pastor

#### A. General Description:

General administrative duties including, but not limited to, correspondence creation, bookkeeping responsibilities (payroll, accounts payable, accounts receivable, tax preparation and administration); some general office administration; financial file maintenance and policy and procedure accountability. Must be proficient in QuickBooks (Desktop version).

##### Bookkeeping:

- Applicant must be proficient in QuickBooks.
- Preference to be proficient in ParishSoft Giving Software.
- Responsible for maintaining accurate and auditable financial records, including weekly deposits and accounts payable
- Generate payroll for salaried and hourly employees each month, including maintenance of deductions and other liabilities (taxes, etc.), including tracking of employee personal days, sick time, and vacation time
- Responsible for federal and state payroll taxes monthly, quarterly and annually
- Monthly reconciliation of bank statement and year end reporting
- Generate special reports as requested by Finance committee or Diocese
- Assist Finance board with budget requests, quarterly spreadsheets and quarterly budget reports to ministry heads
- Maintain employee files and update staff on benefit/pension changes as required
- Maintain parish databases and software to track charitable giving to Holy Spirit Parish and to the Annual Catholic Appeal (ACA) of the Diocese of Yakima
- Attend period bookkeeper meetings, ACA meetings, Finance Council meetings, and Parish Council meetings (when the Parish Council discusses budgetary or financial topics)

##### Administration:

- Responsible for maintaining general bookkeeping supplies (checks, deposit slips, double-window envelopes, tax forms, etc.) using the approved purchasing procedures
- File maintenance and receiving financial records
- New Hire Orientation and employment enrollment, I-9 Forms, W4 Forms, health insurance forms, etc.
- Enroll newly hired personnel in benefits programs offered by the Diocese of Yakima (such as health insurance)
- Maintain user manuals, policy manuals, bids for services, and contracts
- Ensure all contractors have appropriate professional licenses, insurance certificates, and completed background checks (if appropriate)
- Answer the office phones (as needed), directing phone calls appropriately and recording/relaying messages to the intended recipients

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

#### B. Work Schedule:

The normal work schedule is 20 to 30 hours per week to occur during office hours, which are Monday through Friday from 8:30 am to 4:30 pm. Any alterations to the schedule must be communicated to the Pastor. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

**C. Job Requirements:**

The following requirements are those that are normally required for performance of this position. Any disabled applicant or incumbent who does not meet one or more of the requirements, but who can perform the essential functions of the job (with or without reasonable accommodations) shall be deemed to meet these requirements.

1. Physical Requirements: This position normally requires the physical demands of standing, walking, bending, lifting or performing other work required low physical exertion, talking, and hearing on a regular basis to perform the job requirements. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus. These physical demands are required up to 90% of the time.
2. Risk involved with travel on main highway, side streets and rural roads during business travel, including evenings and weekends. Must be able to travel, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions. Random drug tests may be performed.
3. Non-Physical Requirements:
  - a. Education
    - 1) At least 2 years of bookkeeping training (i.e. Business college degree or A.A. with emphasis in Accounting)
    - 2) B.S. in accounting or business is preferred, but not required.
    - 3) Bilingual in English and Spanish is preferred, but not required.
  - b. Experience
    - 1) At least 2 years of bookkeeping experience, preferably with QuickBooks software.
    - 2) Experience in the operation of ParishSoft Giving Software.
    - 3) Experience in the operation of computers with competency in Word and Excel.

**D. Special Skills**

1. Self starter and creative problem solver.
2. Provide excellent oral, written, and interpersonal communication skills.
3. Be detail oriented and meet strict weekly/monthly/annual timelines.
4. Maintain excellent organizational skills and ability to manage multiple tasks at the same time.
5. This position requires confidentiality and meticulous accuracy in all matters.
6. Able to cooperatively work with other office staff.
7. Ability to successfully complete a criminal history and background.
8. Ability to successfully complete a satisfactory credit check.

**ACKNOWLEDGEMENT**

THIS POSITION DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENT OF THE POSITION AS SUCH. IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE POSITION MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. HOLY SPIRIT PARISH RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS POSITION DESCRIPTION, NOT BY THE COMPLETION OF THE REQUIREMENT OF THE POSITION BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE. EMPLOYMENT IS "AT WILL" AND MAY BE TERMINATED AT ANY TIME BY THE EMPLOYEE OR HOLY SPIRIT PARISH WITH OR WITHOUT CAUSE OR NOTICE. THIS POSITION REQUIRES THE EMPLOYEE TO BE RESPECTFUL OF THE MISSION AND VALUES OF THE CATHOLIC CHURCH IN CENTRAL WASHINGTON

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**Signature of Employee**

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**Date**

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**Signature of Supervisor**

**Date**