



## Job Description

**Title:** Accounting and Finance Assistant  
**Hours:** Part-time position (Some work may be performed remotely)  
**Reports to:** Accounting and Finance Manager

### General Description

- Responsible for day-to-day financial and accounting data entry into accounting software, parish database, and upkeep of parish online giving and mobile giving systems.

### Essential Job Functions

- Enter bills/invoices/credit card transactions, allocate expenses, and process journal entries into accounting software
- Enter deposits from bank, online giving portals, etc. into accounting software
- Manage accounts payable and pay bills
- Maintain accurate records of financial transactions
- Upkeep of online giving database (setting up new events, giving opportunities for parish or groups and clubs; field user inquiries; follow up with non-processed transactions)
- Enter pledges into parish database (annual appeal, capital campaign, etc.)
- Enter and/or upload tithing and donations into parish database
- Send yearend donation records, and other necessary acknowledgements to donors
- Assists the Accounting and Finance Manager and staff in the preparation of the budget and monthly forecasts
- Assist the Accounting and Finance Manager in searching and resolving accounting issues, refining processes and making system improvements
- Performs other duties as assigned to support the Accounting and Finance Manager or Director of Operations and overall mission of the parish

### Knowledge, Skills, and Abilities

- Practicing Catholic with deep knowledge of the Catholic faith, liturgy, sacraments, and teachings of the Church desired
- Sensitive to others, approachable; must have utmost integrity and understanding of confidentiality
- Self-starter with the ability to handle multiple, competing priorities, highly adaptable
- Commitment to personal spiritual growth
- Excellent oral and written communication skills, effective listener
- Outstanding organizational skills, very attentive to details
- Exceptional interpersonal skills, ability to work collaboratively
- Highly skilled in Microsoft Excel and [accounting software], competence working with technology
- Safe Environment Training certification; must be obtained within 30 days of hire

### Education and Experience

- Undergraduate degree in related field preferred, degree in Accounting preferred
- Bookkeeping experience highly preferred; accounting experience desirable