

St. Joseph Roman Catholic Church is seeking an individual with a missionary mindset, strong organizational skills, and a commitment to serving the Church to fulfill the role of **Bookkeeper/Financial Secretary**. The ideal candidate will be detail-oriented, trustworthy, and capable of managing financial records, accounting functions, and administrative responsibilities while supporting the parish's mission and ministry.

Duties may include any or all of the following:

- Counting/reconciling cash/checks from collections and fund raising projects and events.
- Preparing and making bank deposits.
- Preparing cash receipt forms to be sent to HCAS (Harrisburg Catholic Administrative Services).
- PDS – updating parishioners' records as needed, preparing end of year financial statements for parishioners as requested. Recording all collection envelopes received in PDS.
- Preparing invoices for payment by HCAS.
- Reconciling and distributing funds from the Petty Cash Account.
- Reconciling parish checking and savings accounts.
- Completing employee time reports and providing employee benefit information to HCAS.
- Reviewing monthly General Ledger History Listing and financial statements and rectifying any errors.
- Working with the pastor in parish budget preparation
- Reviewing and interpreting monthly financial statements.
- Lenten appeal – ordering parish supplies from the diocese – checking pledge envelopes, depositing any funds received, entering pledge information into PDS, sending reports and PDS files to the Lenten appeal office by the deadline dates.
- Preparing all paperwork and necessary forms for all new employees and submitting these to HCAS. Maintaining employee records, change of address information, submitting annual salary change information to HCAS.
- Responsible for employee timesheets, records, recording all changes for the pay period and submitting these to HCAS.

JOB DESCRIPTION

FINANCIAL SECRETARY/BOOKKEEPER - Continued

- Keeping records for memorial donations, sending out acknowledgement cards to families of deceased parishioners, thank you cards to donors.

- Record keeping and reporting of mass intentions received, capital campaign donations.
- Assisting with any other projects or duties when needed.

POSITION ANALYSIS

This position requires a mature, detail-oriented individual with above average keyboard skills, excellent organizational and interpersonal skills with the ability to understand and follow instructions, as well as work independently. The person should possess an overall knowledge of general office procedures, familiarity with office equipment (computer, typewriter, copier, fax machine, postage meter, adding machine) and excellent spelling and grammatical skills. The person should be proficient in Microsoft applications, most especially Word, Outlook and Excel. This individual must have an adequate background in business and bookkeeping or accounting in order to handle the office functions relating to cash receipts, accounts payable and payroll/benefits within strict time constraints. Trustworthiness, reliability, willingness to maintain confidentiality and the ability to complete routine and delegated assignments in a timely manner are essential.

EDUCATIONAL/WORK EXPERIENCE REQUIREMENTS

A High School diploma, preferably with business curriculum. Two to three years bookkeeping experience required and additional accounting/bookkeeping qualifications desirable. Knowledge of database and spreadsheet applications required.

Please send Letter of Intent, Resume and references to Rev. Michael Rothan, St. Joseph Church, 5055 Grandview Road, Hanover PA 17331 or Frmrothan@hbgdiocese.org.