

St. Mary Bookkeeper/Office Manager Job Description Duties Include

Part time 5 hours per day

All information obtained in the office must remain confidential.

Skills:

Computer Skills: Windows, Microsoft Excel, MS Word, E-mail, MS Publisher, Quick books, Servant Keeper, and knowledge of upgrades.

Ten Key Calculator, Copy machine, fax machine and phone.

Duties

- Computer/typing/calculator/filing/copy machine
- Answer phones and take & give messages for Father and other employees
- Order supplies as needed for church and facility.
- Get mail, sort and stamp any bills with Date Received Stamp.
- Be a liaison for the parish to the Parish Council & Commissions & RE programs
- Minister to anyone that comes in the church office
- Collect information for the upcoming Sunday Bulletin
- Maintain a Master Key and key card schedule for all keys for the entire building
- Maintain time lock schedule
- Ensure handicap accessible door is open for weekly events
- Check emails/distribute and send responses as necessary
- Activate prayer line per request on emails. Follow HIPPA rules.
- Maintain accurate records for all 730+ families registered in the parish
- **Change of address:** Enter in Servant keeper, if staying at St Mary change address in Church Budget file under their envelope #, if transferring keep envelope # until statements go out at the end of the year. If transferring delete envelope # and address from Church Budget file.
- Send change of address to Diocese.
- Keep computer secured by a password protection.
- Secure all checkbooks in safe.
- Take information for Baptism registration
- Send information to person creating Baptismal Certificates
- Send information to person giving Baptismal classes for 1st and 2nd timers.
- Send information to leaders of Meals for Moms for new babies born.
- Send registration forms to those wanting to become members.
- Enter date into computer when registration form is returned.
- Send envelopes a week later.
- Add envelope number to Church Envelope list.
- Send information to Diocese.
- Send time and talent forms 3-4 weeks later. Note date sent and returned
- Enter data into computer.
- Enter information in Sacramental books when necessary- first communion, confirmation, baptisms, weddings, deaths.
- Send Baptismal certificate to other parishes when asked.
- Make new lists of Church Budget Envelopes for money counters when new people are added.
- Make new lists of Parishioners when new added. Make at least 10 copies.
- Copy Liturgical Ministry Schedule lists (about 80) to put in the gathering space every 3 months.

- Send information to Vanco for any parishioners wishing to use an online donation.
- Enter information from Vanco into Servant Keeper and QuickBooks.
- Import We Share Contributions into Servant Keeper and post in Quickbooks.
- Responsible for Harvest/Fall Festival Deposits/Financial Reports
- Apply for Gambling License for Harvest Festival Raffle
- Pay taxes on raffle sales and submit Iowa Annual Gambling Report to Iowa Department of Inspections and Appeals.
- Submit parishioner envelope numbers/addresses to Church Budget for envelopes every two months.

Daily

Monday:

- Put copy of Mass intentions in vesting sacristy for Father.
- Put a copy of weekend liturgical schedule on counter in vesting sacristy.
- Hang purificators to dry in the sacristy.
- Set up for money counters.
- Help money counters when necessary.
- Make deposits for Capital Campaign & Helping Hands Dues.
- Get bank bag from Bank noting any changes to be made on deposit slip
- Check to see if any bills need to be paid.

Tuesday

- Enter weekend collection in data base
- Enter monies in Quick Books
- Submit weekly bulletin to LPI
- Set up for potluck/clean up after potluck
- Help clean up when necessary.

Wednesday, Thursday & Friday

- Import We Share Contributions to Servant Keeper
- Email bulletin to interested parishioners.
- Print at least 280 bulletin inserts (if any), stuff in bulletin, and put in ushers room.
- Backup Quick Books and Servant Keeper and take backup home.
- Maintain Servant Keeper database. Update any new addresses/parishioner information.

Payroll & Taxes and Bank Accounts

- The last working day of the month do payroll
- The first week of the next month E-file Monthly Federal tax deposit.
- Reconcile all bank accounts.

Quarterly

- Federal 941 and State taxes are due.
- Send quarterly employee payroll information and Federal tax returns to Diocese
- Reconcile/Print quarterly financial statements for Finance Council

January

- Print annual donation statements for all donors.
- Bulk mail all donation statements by January 31.
- Ensure W-2's and 1099's are filed by January 31.
- Compile/Submit sacramental records spreadsheets to the Diocese of all sacraments performed during the year.

June

- Record annual depreciation entries.
- Receive pay adjustments and enter before July payroll.

August 1

- All fiscal year-end reports are due to the Diocese:
- Workers' Comp. audit; Budget Resolution; QuickBooks backup; Year End Balance Sheet and Profit/Loss Statement; Finance Council Report.
- Internal Controls questionnaire (32 pages).

Misc.

- Check on any permits that need to be updated
- Replace candles & votive lights by the Blessed Virgin
- Empty money from votive candles
- Replace hosts in basket weekly.
- Add hosts to container on table behind the altar.
- Help to keep gathering space neat.