|  |  |
| --- | --- |
| Diocesan Coat of Arms.JPG | **Diocese of Salt Lake City**  **Job Description** |

**Job Title:** Shared Bookkeeper **Date Revised**: 05/05/2021

**Department:** Finance  **FLSA Status:**  Exempt

**Supervisor:** Chief Financial Officer

**Work Days:** Mondays – Fridays  **Hours/Day:**  7.5

**(8:30 a.m. to 5:00 p.m.)**

**Summary:**

In accordance with established policies and procedures, the Collective/Common/Joint Bookkeeper will provide accounting, financial, and human resources services for multiple participating parishes / schools.

**Responsibilities:**

* Supports the pastor and principal by providing accounting advice, oversight, implementation, and monitoring of internal control procedures and best practices
* Assists in preparing the annual budget; analyzes and monitors actual financial results and variances in relation to the budget
* Reviews, reconciles, and maintains the general ledger using the standard chart of accounts and accounting software specified by the diocesan business office
* Oversees, reviews, and/or performs revenue and receivables, and other general accounting functions such as paying bills, maintaining vendor relations, and making deposits, etc.
* Process human resources functions from recruitment to hiring staff, onboarding, open enrollment, and maintaining personnel files
* Process bi-weekly / semi-monthly / monthly payroll
* Manages all fund balances including donor restricted funds and operating cash requirements; maintains, monitors, and reconciles all school bank accounts; prepares monthly and quarterly cash flow projection reports
* Ensures that all month-end and year-end close procedures are processed timely
* Produces interim and year-end financial reports for the diocese, pastor, principal, advisory councils, and auditors; ensures annual financial reports are properly published to constituents
* Oversees management and retention of financial records
* Coordinates and assists with annual review services
* Adhere to and implement all related diocesan policies and procedures
* Attends School Advisory Council and/or Parish Finance Council meetings when requested by the pastor or principal
* Participates in regular staff meetings and School Accountant meetings as directed
* Performs other duties and responsibilities as assigned

**Job Requirements:**

**Knowledge, Skills and Abilities:**

* Values, upholds, and supports the mission, goals, and objectives of the School/Church; works with integrity; demonstrates sound moral and ethical principles at work
* Working knowledge of Generally Accepted Accounting Principles (GAAP), not-for-profit accounting, and internal controls
* Excellent intrapersonal, oral and written communication skills
* Proficient with Excel, Word, Outlook, and other Microsoft Office applications.
* Able to perform work independently, with discretion, and maintain confidentiality
* Able to manage time well in a multi-task, deadline-oriented environment while working simultaneously with/for multiple entities
* Able to effectively present information in one-on-one and small group situations

**Education and Experience:**

* Minimum three to five years’ experience in general ledger accounting or not-for-profit accounting
* Financial experience in an academic/educational environment a plus

**Special Requirements:**

* Must have a reliable means of transportation, a valid Utah Driver’s License, and proof of personal automobile insurance.
* Must complete the Diocese of Salt Lake City Safe Environment Training program, obtain a certificate, and renew the training annually as required.