JOB DESCRIPTION

Job Title: Accounting Specialist

FLSA Code: Non - Exempt (Hourly)

Responsible to: Business Manage

Last Revised: 6 March 2026

I. JOB SUMMARY

Perform various duties in the area of cash disbursements and cash receipts, including the processing of checks and cash for deposit and entering deposits into QuickBooks. Miscellaneous balancing and processing duties and entry of giving data into parish database. The position is expected to use personal judgment in carrying out routine duties and responsibilities.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the school's policy and procedures manuals.

II. ESSENTIAL JOB RESPONSIBILITIES

1. Prepare authorized bills for payment for the parish.
2. Record all entries for bank, PAF accounts and Catholic Foundation Endowment accounts.
3. Assist the Business Manager with financial reports, budget, and contract preparation.
4. Account for all deposits ensuring all designations/restrictions are appropriately accounted for.
5. Enter offertory data for the Parish
6. Provide miscellaneous duties as assigned by theBusiness Manager.
7. Oversee weekly volunteer counting team
8. Lead The Appeal program to include oversight of gift reporting to the Diocese.
9. Regular attendance and punctuality is essential for this job.

III. OTHER POSITION RESPONSIBILITIES

1. Complies with federal, state and local safety laws.
2. Maintains a neat and safe work area.
3. Performs other duties as assigned.

IV. BASIC QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required: Compliance with BCI&I background checks and completion of Protecting God's Children program.

Education: High School degree is required; Bachelor's degree in Accounting, mathematics or related field is preferred.

Experience: A minimum of two years prior bookkeeping experience is required; keyboard and computer experience required.

Job Related Skills: An understanding of communications and the Catholic perspective; the ability to both serve and lead others; excellent communication skills and knowledge of office equipment. Knowledge of Quickbooks software and Microsoft software applications (Microsoft Word, Microsoft Outlook, Excel, and PowerPoint). Typing, data entry and 10-key calculator required.

Interpersonal Skills: The ability to work with others in a collaborative team environment.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate to customers, and other employees of the Diocese.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret statistics. Ability to use U.S. standards of currency and measurement.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Working Environment: The ability to maintain all information highly confidential.

V. PHYSICAL MENTAL REQUIREMNTS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance. The strength rating is expressed by one of the following five terms.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time, but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.