

DIOCESAN ADMINISTRATION  
POSITION DESCRIPTION

**TITLE:** Diocesan Bookkeeper

**FLSA:** Non-Exempt

**SECRETARIAT:** Temporalities/  
Director of Parish & School Financial Services

**STATUS:** Part-time

**ACCOUNTABILITY:**

The Bishop of Manchester is the visible principal and foundation of unity in the particular diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Diocesan Administration Building helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the diocesan assist the Bishop of Manchester in serving the parishes, schools and institutions of the Catholic Church in New Hampshire.

This position reports to the Bishop of Manchester and the Director of Parish & School Financial Services.

**RESPONSIBILITIES:**

This position's main responsibility is to provide bookkeeping services for multiple parishes and schools within the Diocese of Manchester.

**ESSENTIAL DUTIES:**

1. Work with multiple parishes and schools to provide bookkeeping services
2. Assist pastor in complying with all Diocesan finance policies
3. Teach and train Parish and School staff concerning Parish and School accounting responsibilities and functions
4. Record weekly collections and other cash receipts and school tuition and ancillary income
5. Process payments to vendors, maintain vendor files
6. Process and review expense reimbursements to Parish and School employees
7. Prepare payroll, work with Paylocity to assure compliance with State and Federal laws regarding payment of wages, update payroll system accordingly, maintenance of employee records
8. Prepare reconciliations as necessary
9. Prepare financial reports, statement of activities, statement of financial position and the statement of dedicated accounts
10. Prepare reports for 403(b) plans (if applicable); Prepare 1099-Misc and W-2G and submit to taxing authority and maintain related accounting records
11. Maintain required property and other insurance records for accounting purposes
12. Maintain financial records in accordance with the Diocese of Manchester Record Retention Policies
13. Assist in preparing budgets for review, approval, monthly maintenance
14. Assist Pastors and Principals with reporting to the finance councils and parish pastoral councils
15. Ensure existence of verifiable audit trail for all financial transactions
16. Document processes, write detailed procedures and prepare written communications

17. Perform other duties as assigned

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

**Education:** Bachelor degree in finance or accounting or equivalent experience preferred

**Experience:** 3 to 5 years' experience as a bookkeeper or accountant or equivalent experience desired  
Experience in the use of QuickBooks, ParishSoft (ConnectNow) and other financial/payroll software

**Skills:** Must have a strong understanding of financial reporting accounting systems  
Must have a working knowledge of and a strong commitment to the mission of the Diocese and Catholic Church  
Excellent communications skills, verbal and written; excellent human relations and interpersonal skills  
Must be a self-starter; well organized; perform multiple tasks simultaneously and work with a sense of urgency  
Ability to maintain confidentiality  
Ability to work collaboratively in a team environment and individually; ability to travel statewide as required; weekend and overtime work may be required  
Proficiency in computer technology to include word-processing, spreadsheets and calculator  
Ability to successfully pass a background, criminal history, and credit history check  
Due to the nature of this position, it is required that the incumbent be a practicing Roman Catholic who is registered and active in a parochial or religious community.

**ENVIRONMENT:**

1. General office - clean, well-lit, environmentally comfortable, no fumes or airborne particles
2. Minimal exposure to chemicals related to copier equipment and general office solvents
3. Lifting and carrying objects up to ten pounds frequently required; lifting and carrying objects weighing between eleven and fifty pounds occasionally required
4. Occasionally required to reach at shoulder level; reaching below shoulder level frequently required
5. Frequent hand manipulation is required in operating equipment; occasional hand manipulation is required in grasping and/or handling materials and objects and/or handling controls
6. Other physical activity (twisting, bending, squatting, crawling, kneeling, climbing) occasionally required
7. Position requires working at desk approximately two-thirds of the work day; balance of time divided between standing and walking