**Position Description - Parish Bookkeeper**

**Position Title:** Parish Bookkeeper

**Location:** Parish of St. Joseph Parish Office, Newcastle Street, Newport

**Employment Status:** Part-Time – Ongoing (4 hours)

**Reports to:** Parish Priest

 **Position Purpose**

The primary purpose of the Parish Bookkeeper is to actively support the Parish and take responsibility for the day-to-day financial and asset management tasks for the Parish, ensuring the vitality of the Parish.

The Parish Bookkeeper must strive to work in the spirit of the mission of St. Joseph’s Parish, collaborating with the Parish Priest, the Parish Accountant / Finance team, the Parish Secretary and the volunteers of the Parish.

The Parish Bookkeeper must facilitate between Parish priest, the Parish Accountant / Finance team, the Parish Secretary, parishioners, schools, and CAM Support Service Departments.

The aim is to support the Parish Priest by identifying and addressing operational needs.

 **Key Accountabilities**

**Bookkeeping**

* Banking weekly parish donations
* Paying and remitting all bills and posting invoices
* Raising invoices and following up any overdue balances
* End to end Accounts Payable and Accounts Receivable
* Data entry of all transactions on Xero
* Reconciling bank statements
* Maintain and administer PACEM system
* Maintain and administer Parish Thanksgiving /Stewardship Program
* Any other financial/payroll related task, as directed by Parish Priest / Parish Accountant
* Attend meetings as required
* Other tasks as directed by the Parish Priest

**Counting Volunteer Co-ordinator**

* Train, support and coordinate the volunteers responsible for counting the weekly parish donations.

**Personal Attributes**

* A passion and respect for the vision and mission of the Parish of St. Joseph
* Motivation to work for the Church and possess a strong commitment to its practices and values
* Understanding of the Catholic teachings and ability to incorporate this in their daily activities
* Ability to recognise when something doesn’t look right and put corrective actions in place
* A high level of integrity, honesty and confidentiality
* Ability to build positive and collaborative relationships with a variety of people and develop sound working relationships, working with a spirit of generosity
* Excellent oral and written communication skills
* Able to maintain accurate records with attention to detail
* A “can do” attitude, ability to see when something needs to be done and able to show initiative and proactively address areas of concern
* A strong sense of pride around efficiency - Excellent time-management skills, and capacity to work with a minimum of supervision
* Motivated about innovation and continuous improvement
* Openly seeks feedback on own performance with a willingness for personal development
* A strong focus on ensuring all employees and volunteers at St Joseph work in a Healthy Safe environment both physically and psychologically

 **Skills for Success**

* Computer literacy with a working knowledge of Microsoft Office and proficiency in Xero
* Familiarity with the Archdiocese Software package “PACEM” and Employment Hero
* Experience providing a range of bookkeeper services, including managing Accounts Payable and Accounts Receivable

 **Other Requirements**

* Valid Working with Children Check
* Valid Police Check
* Annual acknowledgement of the expectations and responsibilities outlined in the Safeguarding Children and Young People Code of Conduct
* Annual Successful completion of the Catholic Archdiocese of Melbourne’s Safeguarding Essentials online training module
* Valid driver licence

 **Integrity in the Service of the Church**

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the integrity in the Service of the Church are extensions of the five basic principles for Church employees in which they:

1. Are committed to justice and equity
2. Uphold the dignity of all people and their right to respect
3. Are committed to safe and supportive relationships
4. Reach out to those who are poor, alienated and marginalised
5. Strive for excellence in all their work

 **Position Description Acknowledgement**

I have received, reviewed and fully understand the position description for Parish Bookkeeper. I further understand that I am responsible for the satisfactory execution of the essential function described therein, under any and all conditions as described.

Employee Name:

Employee Signature:

Date: