

Our Lady's Immaculate Heart Catholic Church, in Ankeny is a growing congregation seeking an **accountant/bookkeeper** for our parish and preschool.

The ideal candidate will have three or more years of accounting/bookkeeping expertise, non-profit experience is preferred for this position and the selected candidate must be respectful of the faith and those who practice it.

Qualifications include:

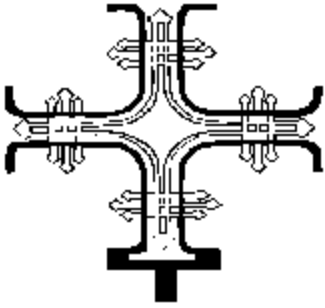
- Expertise in Accounting; process receipts/donations daily, including ACH payments, payables, credit card statements and check run, journal entries, reconcile general ledger, complete bank reconciliation, year-end processing, and audits.
- Proficiency with accounting software, Microsoft Office (Excel, Word & Outlook), familiarity with ParishSoft a plus.
- Associate's degree in accounting, prefer bachelor's degree in accounting or finance.
- Excellent organizational, time and project management skills.
- Strong detail orientation with a high degree of accuracy and reliability.
- Ability to demonstrate team player skills and work effectively within a team environment,
- Ability to maintain confidentiality.
- Ability to communicate clearly verbally and in writing.
- Successful completion of a post offer background check.

Work Location: Ankeny; Mon-Friday, occasional remote weekend hours.

Benefits:

- Health, dental and vision insurance
- Paid sick, vacation and holiday leave.
- Retirement plan

Qualified candidate will earn competitive compensation, flexible schedules, and will send their cover letter, resume with reference information for 2 previous supervisors to Kate Murphy, Business Manager, at Kate@olih.org.



Our Lady's Immaculate Heart Church
510 E. First Street
Ankeny, Iowa 50021
Phone (515) 964-3038

JOB DESCRIPTION – Accountant/Bookkeeper

I. IDENTIFYING INFORMATION

Status: Full-time Part-time

10 Month 12 Month Exempt Non-exempt

Reports to: Business Manager

II. POSITION SUMMARY

The accountant/bookkeeper provides day to day financial support services including accounts payable, receivable and deposits as well as maintaining parishioner tithing records and assisting with audits. Also requires occasional general office support.

A. Essential Functions

1. Provide accounting/bookkeeping services for the parish and preschool.
 - a. Accounts Payable
Check processing and ACH
Reconcile credit card statements.
 - b. Accounts Receivable
Posting and bank deposits
Coordinate volunteer money counters.
 - d. Maintain general ledger/journal entries
 - e. Implement electronic funds transfers and online contributions
 - f. Reconcile bank, 403b, investment account statements and tuition payments.
 - g. Download & print selected period accounting reports for management and finance council
 - h. Delivers special projects to include preparation of annual member contribution statements
 - i. Assists with audits.
2. Assist Business Manager:
 - a. Develops with business manager efficient and effective accounting and business processes, policies, and procedures.
 - b. Assist in other areas as needed.
3. Office Support:
 - a. Assists staff members as needed with bookkeeping issues.
 - b. Assist in other areas as needed, such as greeting visitors and problem solving.

B. Other Duties

As assigned.

JOB DESCRIPTION – Accountant/Bookkeeper continued.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. Skills, Knowledge, and/or Abilities

1. Demonstrated knowledge of basic accounting principles and will organize, plan, test, coordinate quality and improve accounting functions for parish and preschool.
2. Ability to use various computer software programs (Microsoft Excel, Word, and Outlook), ability to learn custom church software (ParishSoft) and new programs as needed.
3. Ability to use various office machines (copier, folder, postage meter, phones, etc.) or ability to learn
4. Ability to consistently and accurately deliver work products and meet deadlines.
5. Ability to maintain confidentiality, communicate professionally and demonstrate outstanding service to the congregation, coworkers, vendors, and the public.
6. Ability to collaborate with volunteers, as part of a team and independently solve problems.

B. Education, training, and/or Experience

1. Associates 2 yr. degree in accounting, 4 yr. accounting degree preferred.
2. 3+ years of previous accounting/bookkeeping experience required, including a working knowledge of proper accounting and internal control procedures. Non-profit financial experience a plus.
3. Successful completion of a post offer background check.

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

Is accountable for parish funds by ensuring monies received are deposited within the week received and bill payments are made on time, accurately, avoiding penalties and fees. All transactions are posted, and statements balanced in time for preparation for the monthly Finance Council meeting.

VI. WORKING ENVIRONMENT

Office hours Monday through Friday, 8:00 am to 5:00 pm, with occasional remote evening or weekend work prescheduled, in a flexible, casual office environment. The selected candidate must be respectful of the faith and those who practice it.