**Basilic of Saint John Bookkeeper job description**

**Position Description**: Bookkeeper

**Basic Function:** The bookkeeper position creates financial transactions and generates reports from that information. The creation of financial transactions includes posting information to accounting software (ParishSOFT) from such source documents as invoices to customers, cash receipts, and supplier invoices. The bookkeeper also reconciles accounts to ensure their accuracy.

**Principal Accountabilities:**

1. Pay supplier invoices in a timely manner
2. Pay any debt as it comes due for payment
3. Record cash receipts and make bank deposits
4. Conduct a monthly reconciliation of every bank account
5. Conduct periodic reconciliations of all accounts to ensure their accuracy
6. Maintain the petty cash fund
7. Issue financial statements
8. Maintain an orderly accounting filing system
9. Maintain the chart of accounts
10. Maintain the annual budget
11. Comply with local, state, and federal government reporting requirements
12. Process payroll in a timely manner
13. Provide clerical and administrative support to management as requested
14. Follow accounting policies and procedures
15. Provide information about charitable contributions for recording in parish member records
16. Process and record contributions made electronically