

Our Lady of the Rosary Parish, New Orleans

- Job Title:** Parish Bookkeeper / Payroll Clerk
- Employment Date:** To start as soon as possible after January 31, 2019
- Supervisor:** Pastor
- Hours of Duty:** 20 hours per week / scheduled work week is negotiable
- Salary:** \$16 per hour
- Health Benefits:** Eligible
- Holidays:** The parish office follows the Archdiocesan of New Orleans holiday schedule.
- Required Skills:** Proficiency in basic internet and email tasks. Use of Quickbooks Online, ParishSoft Connect Now, and IOI Payroll Online is necessary for this position. Training in these programs will be provided.

Bookkeeper Duties:

Responsible for providing bookkeeping services for the Parish and keeps confidential all parishioner financial contribution information.

On a weekly basis, processes all invoices and bills for signature by the Pastor.

On a monthly basis, processes payments to St. Dominic Priory and all substitute priests.

On a monthly basis, process payment to Our Lady of the Rosary's St. Vincent de Paul Society calculated from the weekly collection sheet.

Enter all invoices and payments in QuickBooks to maintain accurate financial information.

Ensure the integrity of data entered into QuickBooks by coding all entries to appropriate accounts according to the Archdiocese of New Orleans chart of accounts and processes and generally accepted accounting principles.

Provide financial information on a weekly, monthly, or as-needed basis to our staff accountant with the Archdiocese of New Orleans Accounting Services. Documents include the weekly collection sheet, monthly bank statements, and other documents as requested, to prepare balance sheet and reconciliations to ensure accounts are balanced and bank statements are reconciled and financial statements are prepared.

Oversee the weekly counting of collections on Monday mornings, which is to be done by volunteers scheduled for this duty. Prepare bank deposit for pickup on Wednesday of each week. (The schedule of counting and deposit pick up is altered for Holidays.)

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Utilizing the ParishSoft Connect Now database, post each parishioner's contributions and weekly collection information ensuring balanced batches and balanced weekly collection sheets.

Prepare year-end Tax statements for mailing to parishioners.

Prepare and send out year-end Tax statements (i.e., 1099's) or any other required regulatory reports for independent contractors that performed work at a parish facility and/or for parish raffle winners.

Prepare for and cooperate with those appointed to perform audit of financial records.

Assist Pastor in preparing financial reports annually for the parish and quarterly for the Finance Council.

Payroll Duties:

Serves as Site Administrator for payroll and health benefits for parish staff and employees.

Establish, calculate, maintain and process payroll for hourly and salaried employees on a monthly basis utilizing the IOI Payroll System.

Maintain personnel files.

Provide new employees with appropriate forms required for new hires (i.e., i-9 Form; Federal W-4 Tax Form, and State L-4 Tax Form).

Ensure accurate records of payroll by carrying out regular system updates in areas like status changes, benefits deductions, time off accruals, and tax withholdings.

Office Duties:

Assists in the Parish Office performing some administrative task (i.e., answering phone and door, scheduling intentions for Masses) when needed during day-to-day operations and in the absence of the Parish Secretary.

To Apply:

Please send a resume with a cover letter and two professional references to:

- Fr. Jonathan Hemelt, Pastor of Our Lady of the Rosary – jhemelt@arch-no.org
- Please include in the subject line: "ATTN: Parish Bookkeeper Application"

Applications will be accepted until the position is filled.