

**BOOKKEEPER**  
**ST. JOSEPH, PILLAR OF FAMILIES**  
(Holy Angels, Sidney; Sacred Heart of Jesus, McCartyville;  
St. Michael, Fort Loramie; and Sts. Peter & Paul, Newport)

**Position Title:** Bookkeeper St. Michael and Sts. Peter & Paul  
**Status:** Part-time – Non-Exempt  
**Reports to:** Director of Administration

**PRIMARY FUNCTION**

Provides day to day fiscal and operational services for St. Michael and Sts. Peter & Paul.

**MAJOR POSITION RESPONSIBILITIES**

- Provides computer input/output services for accounting and census
- Prepares bank deposits and records receipts
- Prepares vouchers including coding and payment of outstanding invoices
- Prepares financial statements as requested
- Prepares budgets for approval
- Inputs parishioner offertory envelopes
- Financial duties associated with cemeteries and St. Michael Hall
- Other duties as assigned by the Director of Administration and/or Bookkeeping Manager
- Maintain confidentiality in all Family matters

**SKILLS, KNOWLEDGE AND/OR ABILITY**

- Must have bookkeeping skills
- Must have computer skills
- Must have organizational skills
- Ability to work with and take direction from supervisor
- Ability to meet deadlines
- Ability to maintain confidentiality
- Ability to perform outlined tasks

**EDUCATION, TRAINING AND/OR EXPERIENCE**

Three to five (3-5) years' experience in bookkeeping required.

**WORKING ENVIRONMENT**

Parish Office – 119 E Water St, Sidney, OH

Employees of St. Joseph Pillar of Families will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Joseph Pillar of Families. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.