



**St. Alphonsus
Catholic Church**
2618 Boies Avenue
Davenport, Iowa
52802-2116

Pastor:
**Reverend
Corey Close**

Residence:
2618 Boies Avenue
Davenport, Iowa
52802-2116

Telephone:
563-322-0987

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563-323-1458

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staldav@gmail.com

Parish Bookkeeper

Skills & Abilities

- Excellent written and verbal communication skills.
- Professional interpersonal skills, including listening and communicating effectively.
- Proficient computer skills; Including Microsoft Office Suite and Intuit QuickBooks.
- Ability to maintain confidentiality.
- Must be able to project a professional and confident manner.
- Detail-oriented with excellent organizational skills.
- Possess the ability to multi-task and complete projects in a timely manner.
- Must be willing to interact with diverse groups of people.

Office Area:

- Oversee volunteer money counters as needed.

Bookkeeping areas:

- Enter deposits into proper accounts in Intuit QuickBooks.
- Process and prepare checks for parish bills.
- Process payroll through Paylocity.
- Create appropriate reports as requested by Pastor, parish staff or finance council.
- Administer and/or monitor special fundraising, including Bishop's Annual Appeal, special collections, and other ministry/club/organization activity.

Banking areas:

- With proper internal controls and separation of duties involved in depositing parish funds or reconciling deposit slips to money counter sheets.
- Reconcile bank statements monthly to QuickBooks.

Budget areas:

- Enter approved budgetary figures for each account.
- Communicate budget overruns to appropriate personnel.
- Create reports on budgeting as needed for the Pastor, parish staff, and/or finance council.
- Work with the pastor, parish staff, and the finance council in creating the budget.

Education and Experience Preferences:

- Bachelor's or associate's degree in finance
- Three to five years' experience in hands-on bookkeeping
- One to three years secretarial experience **OR** One year of administrative-related experience
- Experience in utilizing Paylocity Payroll Systems and Quickbooks Pro Accounting Systems