

JOB DESCRIPTION

Diocese of Orange, Saint Hedwig's Catholic Church in Los Alamitos, CA

POSITION TITLE: Bookkeeper

Pay Range: \$19.00 - \$24.00

JOB CLASSIFICATION: Non-Exempt - Part Time (20-25 hours per week)

DEPARTMENT: Business Office

REPORTS TO: Business Manager

SUPERVISORY RESPONSIBILITY: None

PRIMARY SUMMARY: The Bookkeeper supports the financial operations of the parish by accurately processing contributions, accounts payable, bank deposits, reconciliations, and financial records. This position assists the Business Manager with day-to-day accounting functions while ensuring compliance with Generally Accepted Accounting Principles (GAAP), Diocese of Orange policies, and parish financial procedures. The Bookkeeper maintains strict confidentiality and provides professional service to parishioners, vendors, volunteers, and staff.

Essential Duties and Responsibilities

Accounts Receivable

- Process, reconcile, and deposit all parish contributions, including online giving and special collections.
- Maintain accurate donor records in QuickBooks Online, Camino, and other parish systems.
- Manage ParishSOFT and Square online giving platforms and prepare related reports.
- Support and monitor volunteer counting teams to ensure compliance with parish financial procedures.
- Reconcile donations with bank deposits and accounting records.
- Respond to parishioner inquiries regarding contributions and prepare annual charitable contribution statements.
- Process returned (NSF) checks and related journal entries.

Accounts Payable

- Process vendor invoices, payment requests, reimbursements, and credit card transactions in QuickBooks Online.
- Maintain electronic documentation for all financial transactions.
- Prepare checks and electronic payments in accordance with parish policies.
- Monitor vendor accounts, purchase orders, and NetVendor compliance as applicable.
- Prepare quarterly California sales and use tax filings.
- Record monthly depreciation and recurring journal entries.

Financial Administration

- Prepare monthly bank and account reconciliations.
- Assist with monthly and year-end financial reports, budgets, and audits.
- Monitor unusual expenditures and report concerns to the Business Manager.
- Maintain accurate accounting records in accordance with GAAP and Diocese of Orange guidelines.
- Assist with Parish Services Appeal (PSA) reporting, parishioner database updates, Autumnfest financial activities, and other special projects.
- Perform other accounting and administrative duties as assigned.

Qualifications

- Associate's degree in accounting, Finance, Business Administration, or related field preferred; equivalent experience will be considered.
- Minimum two (2) years of bookkeeping or accounting experience; nonprofit or church accounting preferred.
- Experience with QuickBooks Online required; familiarity with Camino, ParishSOFT, and Square preferred.
- Proficiency in Microsoft Office, particularly Excel.
- Strong analytical, organizational, and problem-solving skills with exceptional attention to detail.
- Ability to prioritize work, meet deadlines, and maintain confidentiality.
- Excellent written, verbal, and interpersonal communication skills.
- Demonstrated integrity, professionalism, and commitment to sound financial stewardship.

Catholic Mission

The Bookkeeper supports the mission of the parish through faithful stewardship of parish financial resources and performs all duties in a manner consistent with the teachings, mission, and values of the Roman Catholic Church and the Diocese of Orange.

Employment Requirements

- Successful completion of Diocese of Orange background screening and fingerprint clearance.
- Completion and maintenance of all required Safe Environment training.
- Authorization to work in the United States.
- Valid California driver's license and automobile insurance if driving is required for parish business.

Physical Requirements

- Ability to sit for extended periods and operate a computer and standard office equipment.
- Ability to stand, walk, bend, reach, and lift up to 15 pounds.
- Occasional movement throughout the parish campus and participation in parish events.

Work Environment

Work is performed primarily in a professional parish office with occasional responsibilities at parish meetings and events. Regular interaction with parishioners, staff, volunteers, vendors, and diocesan representatives is expected.

Disclaimer

This job description describes the general nature and responsibilities of this position and is not intended to be an exhaustive list of duties. Responsibilities may be modified as needed to support parish operations.