

**ST. ELIZABETH CATHOLIC CHARITIES
JOB DESCRIPTION**

I. IDENTIFYING INFORMATION

POSITION TITLE: Bookkeeper/Accountant

STATUS: Full-Time, Exempt

SECRETARIAT: Catholic Charities and Family Ministries

REPORTS TO: Agency Director

SUPERVISES: N/A

II. PRIMARY FUNCTION

Position is responsible for all aspects of the agency's financial assets and liabilities. This includes financial reporting and forecasting as well as reporting to the Agency Director, Finance Committee, Council/Board and the Archdiocese. Responsibilities over ensuring proper controls and transparency are included. Daily accounting activities, including deposits, issuing checks/payments, budgets, and maintain records and reporting for government funding and grants. Assist and work at various fundraisers when necessary.

III. POSITION CONTENT

MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Create in-house financial reports
2. Assist leadership team/management/Program Directors with tools to manage their functional areas
3. Oversee/monitor revenue/expenditures with program budgets
4. Develop and maintain accounting systems and agency budget
5. Forecast cash flow and year end budget projections
6. Make regular bank deposits
7. Issue checks to cover liabilities with proper approvals
8. Maintain records/reporting for government funding and grants

IV. POSITION SPECTIFICATIONS/REQUIREMENTS

SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Strong day to day accounting knowledge
2. Experience with Quickbooks accounting computer program
3. Ability to work on multiple project simultaneously

EDUCATION, TRAINING AND/OR EXPERIENCE

Bachelor's degree in accounting or job experience in lieu of degree required.

V. WORKING ENVIRONMENT

1. Maintain donor confidentiality
2. Requires twice yearly evenings for fundraising events

revised 7/2021