

PARISH: Assumption Church

POSITION TITLE: *Admin Asst/Bookkeeper*

NAME:

REPORTS TO: PA for Administration

DATE:

GRADE:

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## **I. POSITION PURPOSE**

Provide bookkeeping and other administrative services for the parish, in accordance with Archdiocesan administration and finance policies and procedures.

## **II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Maintains accounts payable ledgers. Processes check requests, and verifies authorization for expenditures in all program and operating accounts.
- B. Accounts for all contributions to the parish in the general ledger.
- C. Reconciles bank statements on a monthly basis.
- D. Prepares journal entries for a variety of activities including rental income, bank deposits, interest income, etc.
- E. Files various documents for the Accounting Department such as disbursements, journal entries, cash receipts, and financial reports.
- F. Assists PAA with room scheduling requests and maintenance of calendar for facilities use.
- G. Maintains an inventory of office supplies and reorders as needed.
- H. Assists PAA in maintaining Safe Environment compliance records.
- I. Assists with answering telephone and greeting visitors.
- J. Provides general support to administrative staff.
- K. Performs other duties as assigned.

**APPROVED:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE \_\_\_\_\_

Requirements:

1-2 years bookkeeping experience or equivalent education

Experience with Microsoft Excel and Word

Bilingual English/Spanish speaker preferred

CHURCH OF THE ASSUMPTION  
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