

JOB DESCRIPTION

Nativity Church of Fargo

Position Title: Accounting and Payroll Manager – 60% Time

Position Class/Tenure/Labor Standards: Administrative Support/ Permanent/Non- Exempt

Reports to: Director of Administration

Position Schedule: Part time, 24 hours per week (exact hours may vary with parish and employee needs subject to, supervisor's approval).

Position Summary: Accounts for the income and expenses of the parish by doing the accounting and payroll involved including writing of checks, depositing receipts, issuing payroll, preparing financial reports, payroll reports and any special parish projects reports. Included is some minor secretarial and receptionist ministry.

Essential Functions/ Position Responsibilities:

1. Receive all income for the parish and deposit funds in financial institution. Work with the collection accounting volunteers in this process and schedule the volunteers.
2. Maintain the general ledger, accounts receivable, accounts payable, cash management and chart of accounts of the parish in accordance with GAAP using the financial software provided.
3. Prepare checks that relate to the approved budget or as requested by the Director of Administration.
4. Design and prepare reports of the financial position of the parish as requested by the Director of Administration and the parish Finance Council.
5. Prepares all bank deposits and reconciles all bank accounts monthly with Director of Administration.
6. Prepare and maintain payroll and human resource system.
7. Assist in maintaining administrative records of the parish with the Director of Administration.
8. Prepare and file all necessary tax documents regarding, monthly payroll deposits, quarterly payroll deposits, end of year payroll tax statements and 1099 vendors.
9. Design and distribute financial statements and applicable accounting records necessary for tracking income and expenses to numerous departmental entities within the parish community and parish staff.
10. Assist in the preparation of the Annual Budgets and adjust as needed throughout the year.
11. Prepare and maintain records for the Safe Environment Policy of the Diocese of Fargo for both volunteers and staff.
12. Participate in staff meetings.
13. Answering of parish telephones and assisting other staff in the parish office as needed.
14. Respond to other duties as assigned from time to time as assigned by the Director of Administration.

Qualifications/Education:

1. Understands the Roman Catholic Church and is a member of Nativity Church of Fargo.
2. Able to organize, prioritize, use computer/office equipment (Microsoft Dynamics Accounting Program, Microsoft Office).
3. Accounting knowledge and skills.
4. Ability to work with financial data with other administrative personnel.
5. Bachelors of Arts degree training and/or experience in accounting practices, secretarial services and business administration.

Physical Requirements: Talking, Hearing/Listening, Seeing/Observing, Repetitive Motions