



St. Francis Xavier  
Missoula's Jesuit Parish  
420 West Pine Missoula, MT 59802  
(406) 542-0321

## **Parish Bookkeeper**

St. Francis Xavier Parish is a fully conscious Jesuit parish searching for God's will on a continuous basis. It is a church responding to the evolving needs of our people and our society, especially in the areas of education, sacramental ministry, spiritual development, faith formation, evangelization and social justice.

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**POSITION TITLE:** Parish Bookkeeper

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**POSITION STATUS:** Part-Time Hourly (20 hours/week)

**REPORTS TO:** Parish Administrator

### **I. POSITION GOAL**

The Parish Bookkeeper will work under the direct supervision of the Parish Administrator and in harmony with the pastor, staff members, ministry team leaders and volunteers in fulfilling the church's mission and vision. The Parish Bookkeeper plays a vital role in managing and maintaining the financial aspects of St. Francis Xavier Parish.

### **II. RESPONSIBILITIES**

1. Responsible for preparing reports and participating in the Parish Finance Committee; calling meetings, creating agendas, and seeing that Committee proposals are effectively carried out
2. Collection Count and ParishSoft Database
  - Oversee the weekend collection count and deposit process
  - Post donations to ParishSoft database accounts
  - Manage the ParishSoft parishioner database

- Manage online giving process through ParishSoft

### 3. Deposits

- Make a semi-monthly deposit of the daybook money
- Make weekly deposits from Sunday collections

### 4. Accounts payable

- Enter invoices or vouchers and write checks to pay in a timely manner
- Check and total all invoices when approved; inform the Ministry Directors of their budget expenditures
- File invoices and vouchers
- Reconcile bank accounts monthly
- Maintain files of invoices, correspondences and reports

### 5. Payroll

- Enter new employee information and keep employee information updated
- Receive time sheets from each Ministry employee
- Calculate bi-monthly payroll and process pay checks
- Make payroll tax payments after each pay period
- Fill out and pay state and federal tax reports each quarter

### 5. Human resource

- Maintain accurate and up-to-date personnel files, compensation and benefit packages and ongoing legal compliance
- Review workman's compensation claims, background checks, etc.
- Facilitates employee healthcare enrollment, paperwork and follow-up for benefits
- Handles healthcare enrollment, paperwork and follow-up for benefits, processes worker's comp paperwork, Help in filing
- Projects as assigned

- Research new business procedures, computer techniques and anything else related to office management, Benefits programs and all other Human Resources related functions.

#### 6. Statements and reports

- Prepare monthly and annual financial reports for the diocese, the Finance Council, Pastoral Council and Ministry Directors
- Prepare monthly, quarterly and annual government reports

#### 7. Annual Catholic Appeal and Parish Capital Campaign

- Assist in planning and promoting the Annual Catholic Appeal and filing all required statements to the dioceses and assist in preparing mailings
- Maintain records and make deposits for a Capital Campaign and assist in mailings

#### 8. Assist with the development of the fiscal year budget

#### 9. Complete other duties as instructed by the Parish Administrator and Pastor

#### 10. Attend monthly staff meetings

### **IV. QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skill and /or abilities required.

- Experience and skill utilizing Quickbooks Online software
- Experience and skill in the use of Microsoft Office Suite
- Language skills - Ability to read, analyze and interpret complex documents
- Familiarity with database management

### **IV. PHYSICAL DEMANDS**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to lift 20 pounds
- Able to walk up two flights of stairs
- Must comply with a background check and Virtus training

- The Bookkeeper is required to sit, talk, and hear
- The Bookkeeper is occasionally required to walk, stoop, kneel or crouch
- Local travel is occasionally required

## **V. DIOCESAN COMPLIANCE**

St. Francis Xavier is a parish of the Diocese of Helena and thus all employees are required to comply with diocesan policies and procedures.

Additionally, all applicants must complete a Diocese of Helena Employment Application which is located under Employment Opportunities on the Diocese of Helena Web page or through the link below.

<http://www.diocesehelena.org/offices-and-ministries/human-resource-services/employment-opportunities/>

Please send your resume and application to the attention of Colin McCormack by email at [cmccormack@sfxmissoula.org](mailto:cmccormack@sfxmissoula.org) or you may drop it off at the parish office: 420 W. Pine St., Missoula, MT. 59802. Applications will be accepted until the position is filled.

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