

## **Bookkeeper – St. Dominic Parish, Bolingbrook, IL**

**Status:** Full-time

**Reports to:** Business Manager & Principal

**Primary Function:** To aid the business manager and principal in managing the financial business of Saint Dominic Church and School.

### **Major Responsibilities:**

- Support the Parish
  - Understands and supports mission and purpose of the parish and school
  - Ex officio member of Finance Council; generates reports for monthly meetings
  - Manages payroll, pension payments, and other human resources functions
  - Inputs weekly offertory and prepares year-end parishioner tax statements
  - Prepares reports for bulletin
  
- Accounting Functions
  - Aids in preparation of yearly budget and prepares cash forecasts
  - Maintains banking relationships
  - Processes accounts payable and check disbursements for church and school operations
  - Directs purchasing procedures and review of contracts
  - Records all financial transactions for church and school and prepares journal entries
  - Prepares deposits for miscellaneous donations received and takes to the bank
  - Manages tuition payments and maintains database
  - Prepares reconciliation for the church and school operating and activity accounts
  - Closes financial records and audit at year-end and processes 1099's & 1096's
  
- Other Responsibilities
  - Monitors endowment
  - Prepares applications for grants, loans, bequests, etc. as needed
  - Participates in church and school fundraising campaigns, in cooperation with other staff and volunteer councils
  - Collaborates with preparation of events and other tasks as assigned by the Pastor, Business Manager, and Principal
  - Must support the mission, philosophy, objectives and policies of St. Dominic Parish and the Diocese of Joliet

### **Qualifications and Skills:**

- Experience in Bookkeeping; Bachelor Degree is a plus
- Typing skills
- Experience using accounting software, Microsoft Office and Google Docs
- Ability to handle phone calls promptly and courteously
- Ability to maintain strict confidentiality
- Ability to work independently with responsibility

To apply, please send cover letter and resume to Christopher Browne at [CBrowne@stdominiccc.org](mailto:CBrowne@stdominiccc.org).