



Trumbull North Catholic Community

Saint Robert Bellarmine | 4659 OH 46 | Cortland, OH 44410 | 330-637-4886
Saint Thomas the Apostle | 4453 Warren-Sharon Rd | Vienna, OH 44473 | 330-394-2461
Saint William | 5411 Mahoning Ave NW | Warren, OH 44483 | 330-883-2044

BOOKKEEPER AND HUMAN RESOURCE OFFICER

SUMMARY OF POSITION

Part-time | 24 hours per week | 4 days per week | 12 months per year

The Bookkeeper and Human Resource Officer is a financial professional who is responsible for maintaining the financial transactions and records as well as human resource records of each parish according to Diocesan Financial Guidelines. This individual works with the pastor and/or diocesan pastoral associate in day to day operations pertaining to finances and human resources. The areas of responsibility of the bookkeeper include, but are not limited to, accurate posting of monies received, timely payment and posting of invoices due, preparation of financial documents as required by each parish and the Diocese of Youngstown, maintaining accurate filing systems for each parish, ensures compliance with Diocesan regulations, and all duties associated with financial record keeping. The areas of responsibility of the human resource officer include, but are not limited to, maintaining accurate and up to date personnel records, posting payroll for each parish, ensuring compliance with the Diocesan Safe Environment Policy for all employees, complies with sound policies and procedures relative to applicable employment law, recruitment, selection, compensation, training, dispute resolution, terminations, and investigations into sensitive diocesan matters.

DUTIES AND RESPONSIBILITIES

1. Maintain an accurate and comprehensive record of all financial transactions for three parishes
2. Post all journal entries
3. Post all fund transfers, ACH payments and wire transfers
4. Reconciliation of all cash accounts and record monthly investment activity
5. Maintain general and subsidiary ledgers and prepare monthly financial statements and related schedules as required by each parish and the Diocese of Youngstown
6. Post accounts receivable reporting all income and expenses
7. Input all distributions, contributions and expenses
8. Review accounts payable, submit invoices for proper approval, input all invoices and print checks
9. Work with the pastor and/or diocesan pastoral associate to create and maintain a budget for each parish
10. Advise the pastor and/or diocesan pastoral associate of the budgetary impact of compensation decisions and provide oversight of compliance with regulations and labor laws, in addition to maintaining personnel records
11. Complete and input payroll

12. Maintain records and remain current with all applicable employment laws, regulations, legislation, new developments, and other laws related to human resources.
13. Assist in fundraising efforts
14. Attend diocesan and parish meetings as required
15. Special projects and duties as determined by the pastor and/or diocesan pastoral associate

QUALIFICATIONS

1. Exercise considerable judgment with a high level of confidentiality, working with sensitive and privileged information
2. Require a high level of computer expertise in Quickbooks, Google docs, Microsoft Office products including Word, Excel, and PowerPoint. Proficiency with Paylocity HRIS system *preferred*
3. Strong interpersonal, written, and verbal communication skills, including producing clear, concise reports and recommendations
4. Ability to balance multiple tasks simultaneously
5. A practicing Roman Catholic in good standing with the Church who has the ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith *preferred*

EDUCATION AND EXPERIENCE REQUIRED

1. Bachelor's degree in business
2. Minimum of 4 years experience in bookkeeping
3. Minimum of 1-2 years experience in accounting and payroll
4. Successfully meet Safe Environment Policy requirements (fingerprint screening and VIRTUS online training) *required*

Email your letter of interest, resume and three professional references to Reverend Ryan Furlong rfurlong@youngstowndiocese.org