

St. Isidore Church, Danville

Job Description

Job Title: Bookkeeper

Job Grade: S-4

Category: Non-Exempt

Hours: 20 hours

Salary: \$27.15-\$31.26 (Hourly)

Reports to: Pastor/Pastoral Associate

The parish of St. Isidore Church exists to aid everyone in coming to know the love of God given to us in Christ and to respond with a lived Catholic faith. The Church's mission is to do what Christ commanded us before His Ascension: to baptize and make disciples. This is our call as a parish: to bring others to Christ and to invite them to make an intentional act of faith in Him which is outwardly expressed by living as a member of His Body, the Catholic Church.

The Bookkeeper is responsible for maintaining the financial records of the parish by accurately recording the day-to-day financial transactions. The Bookkeeper provides timely and accurate financial information to the pastor, finance council, and ensures fiscal responsibility in parish operations. The Bookkeeper performs functions along with Armanino, the firm which assists the parish in bill payment, overview of bank accounts, and financial analysis.

Essential Job Functions:

- Accounts Payable
 - Ensure invoices and staff/ministry reimbursement requests are correctly coded, signed off, scanned, named, uploaded to payment portal, and documented in a timely manner
 - Respond and resolve payment inquiries/issues from vendors, staff and ministry members

- Money Management/Banking
 - Monitor weekly cash and online giving
 - Ensure donations from all sources are correctly recorded in giving platform
 - Ensure proper controls in collection process
 - Monitor second collection and coordinate with Armanino on funds disbursement
 - Resolve bank deposit discrepancies

- Assist in the formulation of the parish budget
 - Work with Armanino to provide monthly budget reconciliations to ministry leaders and staff members

- Payroll/Personnel
 - Act as liaison between the parish staff and ADP in the processing of payroll
 - Perform all payroll functions including organizing timesheets, payroll submission, vacation/sick time accruals, and reporting to diocese
 - Act as the site administrator for parish under direction of the Diocese Human Resources Department
 - Assist in the onboarding of new employees and termination of employees
 - Assist in maintaining personnel files
 - Update and process all employee benefit information and enrollments; Field questions, provide information, and serve as on-site resource for staff on benefits questions

- Required Skills
 - Use of Word and Excel
 - Accounting skills
 - Organizational skills

Qualified candidates please submit letter of intent and resume to:

Rev. Matthew Murray
mmurray@sichurch.com

Deadline to apply: April 30, 2026