

Job Position Open: Bookkeeper

We are looking for a detail-oriented person who is moderately proficient at Quickbooks to help maintain the financial records at Our Lady of the Valley. This position is a part-time position for 20 hours a week at \$20-30 per hour without benefit eligibility. The job requires a high school diploma or equivalent, skills with reading financial documents and record keeping, and some proficiency with Quickbooks and Paylocity. Additionally, applicants must demonstrate confidentiality and discretion. Anyone seeking to apply should fill out a Diocese of Helena job application. For further information or for questions, please contact Fr. Cody at 406-458-6114 or email at cwilliams@olvmt.org.

Fr. Cody Williams

Pastor of Our Lady of the Valley

cwilliams@olvmt.org

406-458-6114

Our Lady of the Valley Catholic Church

Helena, MT

Job Title: Bookkeeper
Reports To: Fr. Cody Williams – Pastor
FLSA Status: Non-exempt
20 hrs/ week at \$20-25.00/ hour

Prepared By: Fr. Cody Williams
Prepared Date: 08/12/2026
Approved By: Fr. Cody Williams
Approved Date:
Reports to: Pastor or parish administrator

Summary of position:

The role of the Bookkeeper is to maintain the financial accounts and payroll for the parish. The financial duties include entering financial information, paying bills, assisting the pastor and finance council with financial information, and financial reporting. Additionally, the bookkeeper is responsible for payroll and electronic systems like Quickbooks and Paylocity.

Duties of the Bookkeeper

Financial Reporting:

- Managing Parish finances including entering financial information into Quickbooks and maintaining our financial accounts.
- Scheduling and attending Finance Council Meetings, and notetaking and disseminating notes from Finance Council Meetings
- Taxes: forms and paperwork for parish
- Parishioner contributions: end-of-year reports, parishioner contribution forms, management of counters for collections, update parishioner contribution information.
- Audit information and processes
- Management of parish accounts: writing checks, depositing money, preparing statements for the finance council and pastor or parish administrator
- Fiscal year closeout reports
- Budgeting process for the parish
- Ensuring Diocesan policies regarding money handling are followed
- Keeping our financial accounts free from errors.

Payroll:

- Maintain employee records

- Process payroll
- Maintenance of records in electronic systems

Other duties as assigned by the pastor or parish administrator

Competencies:

Better Health

Develops self and others by continually improving health through all aspects of physical and mental well-being.

Service

Committed to customer service excellence. Is attentive to detail and accuracy and looks for improvements continuously. Monitors quality levels, finds root cause of quality problems, and owns/acts on quality problems.

Collaboration

Works well with others and displays team-oriented behaviors in all interactions. Actively works to create a win-win environment, and treats customers and other partners with respect.

Innovation

Generates new ideas and challenges the status quo. Supports change, solves problems creatively, and encourages creativity in others.

Caring

Demonstrates concern for others. Shows respect for our customers, coworkers, and business partners.

Integrity

Deals with others in a straightforward and honest manner. Is accountable for actions; maintains confidentiality, and behaves in a manner consistent with the diocesan Code of Business Ethics and Conduct.

Adaptability/Flexibility

Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

Communication

Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, and has good listening skills.

Job Knowledge

Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.

Problem Solving/Analysis

Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, understands the difference between critical details and unimportant facts.

Productivity

Manages a fair workload, volunteers for additional work, prioritizes tasks, develops good work procedures, manages time well, handles information flow.

Teamwork

Meets all deadlines and responsibilities, listens to others and values opinions, helps leader to meet goals, welcomes newcomers and promotes a team atmosphere.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Minimum Requirements:

- High school diploma or equivalent
- Protecting God's Children Training and Virtus on-line training

Desired Requirements:

- Proficiency in Quickbooks and Paylocity
- Experience in bookkeeping or financial management.

Physical Demands:

The physical demands 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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position functions in an office environment with a controlled atmosphere building. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of

all duties, responsibilities, and qualifications. The Diocese of Helena reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

I am able to perform the essential functions of this position with/without accommodations.

Employee Signature: _____ Date: _____