

# St. Mary Magdalen Church

## APPLICATION FOR PART-TIME BOOK KEEPER

Under the direction of the pastor, the book keeper is responsible for overseeing the financial affairs of St. Mary Magdalen Parish according to the guidelines of the Diocese of Lansing.

**Essential Duties and Responsibilities Include the Following:**

- Work with the pastor, staff and Parish Finance Council to prepare and monitor our annual budget.
- To handle accounts payable, payroll and receivables.
- To reconcile our accounts with bank statements.
- To prepare monthly financial statements for the Finance Council; quarterly budget reports for staff members overseeing a budget and annual financial reports to the diocese.
- Attend monthly Finance Council meetings and meeting to prepare the annual budget.

**Minimum Qualifications Include:**

- A university or business college degree in accounting and book keeping.
- Experience in working with computer book keeping.
- Ability to maintain employee files and benefits
- Ability to work independently
- Attention to detail
- Ability to interact and communicate with staff and parishioners.

**Please submit this form no later than 4:30 pm, April 27, 2018**

**PERSONAL INFORMATION**

Date _____				
Name _____				
Last	First	Middle	Maiden	
Present address _____				
Number	Street	City	State	Zip
How long _____				
Telephone ( ) _____		If under 18, please list age _____		
e-mail _____				

**EMPLOYMENT CONDITIONS**

Days/hours 19 hours/week	
Salary range: \$23,000-25,000	When are you available to start work?

**EDUCATION**

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	YEARS COMPLETED	MAJOR & DEGREE
High School				

<b>College</b>				
<b>Business or Trade School</b>				
<b>Professional or Graduate School</b>				

**WORK EXPERIENCE**

**Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.**

<b>Name of Employer</b> <b>Address</b> <b>City, State, Zip</b> <b>Phone number</b>	<b>Name of last supervisor</b>	<b>Employment dates</b>	<b>Pay or salary</b>
		<b>From</b> <b>To</b>	<b>Start</b> <b>Final</b>
	<b>Your last job title</b>		
<b>Reason for leaving (be specific)</b>			
<b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b>			

<b>Name of Employer</b> <b>Address</b> <b>City, State, Zip</b> <b>Phone number</b>	<b>Name of last supervisor</b>	<b>Employment dates</b>	<b>Pay or salary</b>
		<b>From</b> <b>To</b>	<b>Start</b> <b>Final</b>
	<b>Your Last Job Title</b>		
<b>Reason for leaving (be specific)</b>			
<b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b>			

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Did you complete this application yourself  Yes  No

If not, who did? \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

If hired, can you provide proof of U.S. citizenship or proof of your legal right to live and work in this country?  Yes  No

If hired, would you have a reliable means of transportation to and from work?  Yes  No

Are you able to perform the essential functions and duties of the job for which you are applying?  Yes  No

## REFERENCES

Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name	Occupation
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<b>Company name</b>	<b>Address</b>	
<b>Telephone</b>	<b>E-mail</b>	<b>Years acquainted</b>

<b>Name</b>		<b>Occupation</b>
<b>Company name</b>	<b>Address</b>	
<b>Telephone</b>	<b>E-mail</b>	<b>Years acquainted</b>

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit this form no later than 4:30 pm, April 27, 2018**

**Thank you for completing this application form  
and your interest in being a part of the staff of St. Mary Magdalen Parish**