

- H. Provide assistance to pastoral leader and others as directed in the preparation of the annual parish budget. Provides financial information including current budget allocations, year-to-date balances and anticipated financial needs for the future.
- I. Serves as staff to the Parish Finance Council as requested.
- J. Provides bookkeeping services and advice for those who direct the various fund raising efforts for the parish, including the Annual Catholic Appeal, Sacrificial Giving and special collections.
- K. Maintains a level of knowledge and skills required for the bookkeeping profession. This may be accomplished by participating in Archdiocesan sponsored training, attendance at workshops and classes, reading appropriate materials and/or membership in local professional organizations.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE _____

