

Job description

The part-time, bookkeeper is responsible for supporting the accounting department ensuring that the parish's financial operations are cost-efficient and in compliance with accounting standards.

Primary Responsibilities

- Sets up and processes all tuition billings through the FACTS billing system for School.
- Records tuition and all incidental expenses entries into QuickBooks.
- Posting of Kids Time, Cafeteria & all incidentals through FACTS.
- Prepares, deposits, and records into QuickBooks all monies for Church and School received except for Sunday Collections weekly.
- Maintains vendor files including W9 processing and preparation of 1096s/1099s.
- Assists in weekly Accounts Payable process by creating checks and preparing the checks for mailing for Church and School.
- Prepares purchase orders for the Church and School as needed.
- Provide accounting and clerical support to the accounting department.
- Manages retention and archival of records.
- Provides any additional support as assigned by the Business Manager.

Demonstrated Competencies Required

- Committed to the mission and values of St. Thomas More Parish and of the Catholic Church.
- Must be able to maintain strict confidentiality at all times.
- Excellent problem-solving skills with emphasis on detail and accuracy.
- Knowledge of basic accounting.
- Ability to communicate effectively in oral and written form.
- Professional temperament and appearance.
- Ability to work and relate to a variety of personalities/cultures with diplomacy, friendliness and poise.
- Able to prioritize and handle multiple tasks
- Proficient computer skills needed.

Minimum Qualifications

- Proficient in using various databases, accounting software (QuickBooks preferred) and Microsoft Office.
- Strong organizational skills with the ability to multi-task and prioritize work.
- High School degree.
- Minimum of five years bookkeeping experience. Church or non-profit bookkeeping experience preferred.
- Practicing Catholic.

Please submit a cover letter and resume to Maria Vega at mvega@stm-church.com.