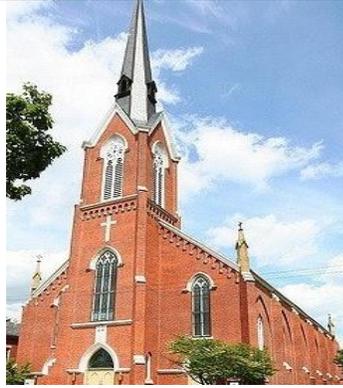

SAINT MARY CHURCH



Employment Opportunity

Date: August 10, 2020

Office: Parish

Position: Bookkeeper

Deadline: Until filled

Status: 15-20 hours per week

Practicing Catholic: Preferred

Position Summary: The Accountant works closely with the Pastoral Administrator for parish financial matters to ensure financial records are accurate and up to date. The Accountant will provide accounting support for the parish office. This position performs various duties in the area of cash disbursements and cash receipts, including the processing of checks and electronic items. The Accountant will record accounting transactions in QuickBooks and will assist in account analysis. The position is expected to use personal judgment in carrying out the duties and responsibilities of the parish.

Job Responsibilities:

1. Assist the Pastoral Administrator in financial and administrative matters.
2. Perform monthly reconciliations of general ledger to all bank/PAF accounts.
3. Pay authorized bills for agencies.
4. Account for all deposits ensuring all designations/restrictions are appropriately accounted for.
5. Assist in the preparation of annual budgets for diocesan agencies and offices.
6. General Ledger Accounting: full general ledger and bookkeeping and posting of other journal entries.
7. Prepare monthly financial statements; analyze reports for variances from budget; assess cash flow; ensure restricted funds are properly accounted for; prepare budget and estimate cash flow spreadsheets.
8. Process investment transactions under the supervision of the Pastor and the Parish Finance Council.
9. Assist in fiscal year-end accounting and in year-end audit papers for external auditors.
10. Provide miscellaneous duties as assigned by the Pastoral Administrator.
11. Regular attendance and punctuality are essential for this job.

Related Skills: An understanding of communications and the Catholic perspective; the ability to both serve and lead others; excellent communication skills and knowledge of

■ 672 S. Third Street

■ Columbus · Ohio 43206

office equipment. Knowledge of QuickBooks software and Microsoft software applications (Microsoft Word, Microsoft Outlook, Excel, and PowerPoint). Typing, data entry and 10-key calculator required. Demonstrate excellent communication and interpersonal skills including the ability to work with others in a collaborative team environment.

Education and Experience: Four-year Accounting degree is preferred. Experience may be exchanged for degree. A minimum of three years accounting experience and keyboard and computer experience is required.

Working Environment: The ability to maintain all information highly confidential; organize workload and multi-task; work under pressure and meet deadlines. Normal Office hours are 8:30 a.m. to 4:30 p.m., Mondays through Fridays. The position may require additional work time when the need arises.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” program.

Compensation is commensurate with experience and ability. Benefits are according to Diocesan policy.

Send cover letter, resume and three references to:

Deacon Roger Minner
Pastoral Administrator
rminner@stmarychurchgv.org