

Holy Family Catholic Church
Open Position: Bookkeeper
Part Time; Hourly Non-Exempt (20 hours/week)

Deadline for submission: April 6, 2020

Submit cover letter and resume to: gail.hutchins@holyfamilychurch.us

Job Summary:

This position, reporting directly to the Parish Administrator, will be responsible for Parish accounting which includes accounts payables and accounts receivables. This position will also assume the duties of payroll processing.

Essential Job Duties:

- Post all bank deposits from Sunday collections weekly in ParishSoft program
- Post all credit card transactions weekly as deposits in ParishSoft program
- Post all Sunday contributions weekly in ConnectNow software program
- Post all Faith Direct contributions bi-monthly in ConnectNow software program
- Post all Faith Direct contribution totals bi-monthly in ParishSoft program
- Post DSF contributions from Faith Direct onto Excel for payment to Archdiocese
- Process payroll bi-weekly in ADP software progr
- Import payroll from ADP to ParishSoft program monthly
- Enter all bills and prepare checks for Pastor's signature
- Post all ACH and credit card payments to general ledger in ParishSoft
- Prepare all 1099's, W2G's, and 1096 forms annually
- Assist Parish Administrator with any/all other accounting transactions

Non-Essential Job Duties:

- Provide money counters with necessary resources when needed
- Provide reports for contributions or data base information when needed
- Provide for time card accuracy and completeness before payroll processing
- Assist with answering phones if needed when receptionist is absent

General Requirements:

This position requires coordination and manual dexterity, above average mental and visual ability, ability to lift as required in normal office settings, walking, sitting, stooping, reaching, talking, hearing, carrying items and keyboarding for extended periods of time. English-speaking required; Spanish-speaking beneficial but not required.

Basic Qualifications:

- Advanced accounting experience with general ledger, payables, receivables
- Proficient in MS Word and Excel
- Previous experience in bookkeeping/accounting in software programs
- Excellent interpersonal and communication skills, written and verbal
- Able to work collaboratively with a team, punctual, able to travel locally if necessary
- Professional, courteous, clean and neat in appearance
- Must pass background check

Education and Experience:

- A.A. degree or equivalent experience in Accounting or Bookkeeping