

Bookkeeper

Holy Cross Chapel

905 Main St.
Houston, TX 77002

Summary

Holy Cross Chapel, a small chapel in the heart of downtown, serves many downtown professionals who attend the Chapel for daily Mass, confession, and spiritual direction. Business hours and working hours for staff members are Monday – Friday from 9am – 4pm.

A part-time position to serve as Bookkeeper is currently open. This position is one day a week from 9:30am – 3:00pm (5 paid hours and 30 minutes non-paid lunch break). The candidate will work closely with the Director and Business Manager to support them in managing the day-to-day accounting and finance requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position as well as good customer relations and strong communication skills. The ideal candidate for this position is a skilled multi-tasker, is responsible and committed to quality and timely completion of work.

As Bookkeeper, perform accounting duties including but not limited to the following

- Accurately process, balance, and maintain all deposits, general ledger coding, disbursements, journal entries, payroll, diocesan assessments, bank reconciliation, and other accounting duties as assigned.
- Prepare various financial reports quarterly, annually and as requested by the Director or Business Manager.
- Provide analysis of all financial data and be available to answer questions.
- Prepare budget assumptions.
- Process and maintain quarterly sales tax, Fiscal Year closing, and End-Of-Year tasks.
- Maintain necessary records of vendors and issue 1099 at year end.
- Import payroll into ParishSoft accounting system.
- Work with other staff members to provide reports and reconcile/balance deposits.
- Process all end-of-month procedures in a timely manner and submit it to Parish Accounting Services (PAS) by the established due date.
- Assist with all external and/or internal auditors.
- File invoices, financial statements and approvals in an organized filing system.
- Implement and follow all Diocesan procedures and guidelines to maintain internal controls and best practices for the Chapel.

Education/Experience

Bachelor's degree in accounting or related fields.

Previous experience in accounting/bookkeeping using ParishSoft accounting system is preferred. Strong knowledge of generally accepted accounting principles.

Responsible, organized, detailed oriented with strong communication skills.

Proficient with MS Office Suite, including Word, Excel, Outlook, and have general IT knowledge.

Excellent team skills, positive attitude, high ethical standards, ability to prioritize and multitask.

Interested candidates may submit cover letter and resume by email to Lucia Cavers at lucia@holycrosschapel.org or mail to: 905 Main Street, Houston, TX 77002