

# Parish Bookkeeper

## St. Thomas More Catholic Church

10330 Hillcroft Street  
Houston, TX 77096

### **Summary:**

St. Thomas More Catholic Church in Houston is currently seeking applicants who are task oriented with an excellent sense of priority, alertness, logic, and objectivity for the position of full-time Bookkeeper. Suitable candidates must be able to exercise the particular abilities of a highly organized person who is able to work independently. The position will be responsible for accounting and bookkeeper duties, which included but are not limited to timely and accurate financial reporting, accounts receivable and accounts payable, payroll processing, bank reconciliation and other accounting needs of the church. This position requires the candidate to grasp and demonstrate an ability to maintain confidentiality in a professional employment setting. This is a full time, 40 hours per week, benefits eligible position.

### **Skills Knowledge and Ability:**

Applicants must have knowledge and understanding of Parish Bookkeeping and Business Operations, the ability to analyze, communicate and interpret financial data, the ability to communicate in English, written and oral, in a clear productive and professional manner, bilingual in Spanish, written and oral, is a plus. Computer skills include MS Excel, MS Word and Publisher Candidates. Applicants must be able to work effectively and collaboratively with the Pastor, Clergy, office staff, volunteers, and parishioners.

### **Education:**

Minimum education requires a Bachelor's degree in accounting with at least 3-5 years of experience as a bookkeeper and/or accountant.

Suitable candidates may email a cover letter, resume, including salary requirements to [clark.sample@stmhouston.org](mailto:clark.sample@stmhouston.org) with Bookkeeper on the subject line.