

Bookkeeper

Holy Family Parish

1010 35th Street
Galveston, Texas 77550

Who we are:

Holy Family Parish in Galveston is comprised of six churches: St. Mary's Cathedral Basilica, Sacred Heart Church, St. Patrick Church, Holy Rosary Church, Mary - Star of the Sea Church, and Our Lady by the Sea Church; and a parochial school – Holy Family School. The Catholic community of Galveston Island and of the Bolivar Peninsula continue to strive to be one Holy Family Parish, united in the joy of the Holy Spirit and in charity, as missionary disciples. Holy Family Parish offers diversity in worship locations, educational and fellowship opportunities.

Position Summary:

Holy Family Parish has an immediate opening for a full time Bookkeeper. The Bookkeeper is primarily responsible for maintaining the financial bookkeeping system including accounts payable, receivable, payroll, and cash receipts; balancing ledgers, and reconciling bank statements; preparing financial statements and the annual budget. The Bookkeeper reports to the Office Manager.

Responsibilities:

- Process bi-weekly payroll in accordance with archdiocesan policies.
- Maintain employee leave time records and files.
- Set up and maintain individual personnel files, according to the guidelines established by the Chancery.
- Ensure all federal tax withholdings are properly deposited by ADP.
- Maintain accounting ledger using double entry bookkeeping for receipts and disbursements.
- Record all deposits in the accounting software and maintain supporting documentation in accordance with archdiocesan policies.
- Process accounts payable; maintain vendor files and other supporting documentation in accordance with archdiocesan policies.
- Request electronic funds transfers as needed and obtain approval of Pastor or Pastoral Associate.
- Record all savings and loan transactions and reconcile balances.
- Gather and calculate data; generate monthly financial reports for use by the parish and archdiocese.
- Keep track of budgets and provide monthly reports for individual departments/ministries
- Perform any other reconciliations, as applicable.

Parish Office Support:

- Provide financial reports as requested by staff members.
- Ensure employee leave bank/time worked by non-exempt employees is properly tracked and recorded by employees in payroll system.
- Follow all archdiocesan policies regarding background screening.
- Prepare industrial insurance information; assist with enrollment of employees in benefit programs
- Assist with maintenance of parish and other insurance records
- Ensure existence of verifiable audit trail for all financial transactions
- Provide clerical and administrative support as necessary.
- Perform other duties as assigned

Qualifications:

- Bachelor's degree in finance or accounting or equivalent
- Three or more years with Bookkeeping experience or any combination of experience and education likely to provide the required knowledge, skills and abilities;
- Knowledge of basic accounting principles
- Proficient in various computer software programs; ability to learn custom church software programs. Ability to use various office machines (copier, folder, postage meter, etc.).
- Exercise courtesy to fellow employees, parishioners and the public
- Must be a self-starter; well organized; perform multiple tasks simultaneously and work with a sense of urgency
- Ability to maintain confidentiality
- Ability to work collaboratively in a team environment; punctuality is a must at all times; ability to travel locally as required
- Professional bearing; clean and neat personal appearance

Interested and qualified candidates should send their CV and Cover Letter to: shepherdhfp@gmail.com