

Parish Accountant
St. Martha Catholic Church
4301 Woodridge Parkway
Porter, TX 77365

Summary

St. Martha Catholic Church is seeking is a full time Accountant to perform general ledger analysis, account analysis, posting and maintaining a record of contributions including reconciling the contribution subledger to the general ledger, prepare yearend tax statements for contributions, and other duties as required. Transactions are confidential and, thus, the person must possess the ability to maintain such confidentiality. This position will report to the Business Manager. Salary commensurate with experience.

Requirements

1. Possess a degree in accounting or finance.
2. Understand the dynamic of working in a parish environment which demands a balance of professionalism and pastoral care.
3. Must be self-starter.
4. Must possess excellent oral and written skills, including the ability to present to organizations such as the Parish Finance Council.
5. Must possess critical thinking and analytical skills.
6. Possess knowledge of Microsoft tools including Excel, Word, and PowerPoint. Knowledge of ParishSOFT is a plus.
7. Maintain confidentiality.

Key Responsibilities

1. Assist in the preparation of the annual budget for the parish, including various ministries and departments.
2. Prepare quarterly offertory report for the Parish Finance Council.
3. Attend quarterly Parish Finance Council meetings and make presentations as required.
4. Responsible for volunteer training based on Archdiocesan guidelines.
5. Post weekly collections to contribution subledger (ParishSOFT).
6. Prepare yearend contribution statements.
7. Reconcile the contribution subledger to the general ledger.
8. Prepare monthly statements for pledgers related to the capital campaign for mailing to parishioners who have pledged.
9. Send "thank you" letters for all donations made to the parish.
10. Prepare the annual financial report for the parish.
11. Assist in year-end closing process including reconciliation of all subledgers to the general ledger.
12. Complete other assigned tasks.

Please send the resume to Molly Kleinguetl at mollyk@stmartha.com.