

Epiphany of the Lord Parish

FULL TIME BOOKKEEPER

1530 Norwalk Dr.
Katy, TX 77450

Summary:

The fulltime bookkeeper position reports to the Business Manager and assists with the stewardship of the finances of the parish, in accordance with Archdiocesan Internal Controls Policies and Epiphany of the Lord Parish guidelines. Primary duties include all aspects related to accounts payable and some payroll. This position requires the candidate to maintain confidentiality in a professional employment setting. It is a 40 hour per week position. Hours are likely to be at the higher end of this range with calendar year- end IRS filings and fiscal year-end closing.

Key Areas of Responsibility:

Execute and seek to improve Parish accounting and financial matters in compliance with our budget and applicable accounting principles, as well as applicable policies, regulations/laws of our Archdiocese and civil authorities so that our parishioners and employees have confidence in our financial stewardship.

- Maintains or assist in maintaining accurate and confidential financial records, which includes all aspects of accounts payable, deposits, various reconciliations, record keeping, and other activities required for monthly and annual closing of the books, and preparation of financial reports.
- Serves as a liaison from the Parish, along with the Business Manager, to Archdiocese Finance and Accounting offices and other offices, as needed.
- Complies with and seeks to improve applicable internal accounting controls and management retention of Parish financial records.
- Assist with end of year contribution letters, capital campaign reports and other duties as assigned.
- Preparation of monthly financial reports and, assist with monitoring compliance with approved budget for revenue and expenses.
- Prepare and file required periodic government reports.

Encourage, clarify, and maintain relationships within the parish and with extra-parochial persons/groups so that our vision and mission are the guiding principles for ministry.

- Collaborates with the clergy, Business Manager, other staff, and volunteers in implementing the mission of the Parish.
- Supports the Business Manager, as needed, in serving as a contact for salespersons, vendors, and community groups.

Education and Experience:

Bachelor's degree in accounting.

At least 3 years of experience in parish or non-profit accounting.

Strong knowledge and understanding of accounting principles and practices, internal accounting controls, and parish or non-profit business operations.

Skills Knowledge, Skills, and Abilities:

- Ability to develop and maintain positive professional relationships with employees and volunteers at all levels in the Parish.
- Able to prioritize tasks and manage time to meet deadlines.
- Takes initiative, identifies and timely resolves matters.
- Ability to analyze, communicate, and interpret financial data.
- Exercises considerable independence and judgement over accounting and financial matters.
- Task oriented, strong record keeping and organizational skills.
- Performs work at an elevated level of accuracy and diligence.
- Willing and able to collaborate with the Business Manager on any new or complex accounting, finance, or financial reporting matter.
- Some technical expertise with Parish Soft, ADP Payroll, and online direct giving systems.
- Strong technical skills with Microsoft Office Excel, experience with Adobe PDF software, and comfort with computer, software systems, and online banking.

This job description are not exclusive standards for the position. Incumbents will follow any other instructions and perform any other related duties as required by the Pastor or Business Manager. Interested candidates may email a cover letter, resume, including salary requirements to maria@epiphanycatholic.org with *Epiphany of the Lord – Bookkeeper* on the subject line.