

Part-Time Accountant-Bookkeeper Holy Rosary Catholic Church

3601 Milam Street
Houston, Texas 77002

Summary:

Holy Rosary Catholic Church currently seeks applicants who are task oriented with an excellent sense of priority, alertness, logic, and objectivity for the position of Part-Time Accountant-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 part-time, 20 hours per week, pension eligible position.

Skills Knowledge and Ability:

Applicants must have knowledge and understanding of 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 BS Degree in Finance or Accounting with at least 3-5 years of proven experience as an accountant-bookkeeper.

Suitable candidates may submit a cover letter, resume, and minimum salary requirements* via email to frjosephpaul@holyrosaryparish.org with **Accountant Bookkeeper on the subject line.**

**Applicants who do not include minimum salary requirement may not be considered for further review.*