

Parish Bookkeeper

St. Justin Martyr Catholic Church

13350 Ashford Point Drive
Houston, TX 77082

Summary:

To insure accurate and timely accounting of all financial transactions of the parish. Assist the Pastor and the Parish Administrator in the day-to-day financial operations of the parish. Require approval from the Pastor / Parish Administrator for all expenditure in writing. Assist the Parish Administrator in the preparation of the annual budget. Work in conjunction with the Parish Administrator on major projects. This is a 32 hour per week, Monday through Friday position.

Key Areas of Responsibility:

Attend all staff meetings and semi-annual PAS meetings. Post all deposits into Parish Soft accounting, Input, and process Accounts Payable; Process Payroll in ADP; Work on monthly Bank Reconciliation; Must be able to read, understand and process information on Statement of Financial Position (Balance Sheet) and Statement of Activity (Income Statement), review liability accounts monthly (DEHE, DEHR, Pension etc.) making sure all liabilities are paid in a timely manner. Maintain accurate coding of income and expenses. End of calendar year work with ADP to make sure W-2s are accurate prior to release. End of Fiscal Year work includes helping each organization with their budget; clearing up any errors; input budget; close organization accounts to Net Assets; download end of year reports for permanent files.

Qualifications:

Must have a functioning knowledge of college level accounting. Must have a minimum of 3 to 5 years of experience as a full-charge bookkeeper. Knowledge of Excel, Parish Soft Accounting (PAS) and ADP a plus. Experience should include, but not be limited to, accounts payable, accounts receivable, payroll, general ledger, and bank reconciliations. Practicing Catholic in full communion with the Church is preferred. Individual must be flexible, cooperative with all staff employees, able to logically analyze data and, in turn, report it to the administrator, and communicate effectively with all staff employees.

Email resume to krachel@sjmtx.com