

# Parish Accountant Bookkeeper for Parish & School Holy Rosary Catholic Parish

1416 George Street  
Rosenberg, TX 77471

## **General Summary:**

Holy Rosary Parish and School is currently seeking applicants who are task oriented with an excellent sense of priority, alertness, logic, and objectivity for the position of full-time 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 include but are not limited to timely and accurate financial reporting, accounts receivable and accounts payable, payroll processing, bank reconciliation, other accounting needs of the church and other duties as assigned. This position requires the candidate to grasp and demonstrate an ability to maintain confidentiality in a professional employment setting. This is a full time, 40 hours per week, benefits eligible position.

**Skills Knowledge and Ability:** Applicants must have knowledge and understanding of Parish 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. Computer skills include MS Excel; knowledge of Parish Soft Accounting (PAS), and ADP a plus. Applicants must be able to work effectively and collaboratively with the Pastor, Clergy, office staff, volunteers, and parishioners. Education: Minimum education requires a Bachelor's degree in accounting with at least 3-5 years of experience as a bookkeeper and/or accountant.

Suitable candidates may email a cover letter and resume, including salary requirements, to [orrinhalepeska@gmail.com](mailto:orrinhalepeska@gmail.com) and [aswallers@hrccr.com](mailto:aswallers@hrccr.com) with Parish Accountant Bookkeeper – Job Application on the subject line.