

Accountant Bookkeeper Queen of Peace Catholic Church

1224 Cedar Drive
La Marque, TX 77568

Summary:

Queen of Peace Catholic Church 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 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, 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 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, and 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. Applicants must be able to work effectively and collaboratively with the pastor, office staff, volunteers, and parishioners.

Education:

Minimum two-year associate degree with accounting and bookkeeping experience.

Suitable candidates may email a cover letter, and resume with two references, including salary requirements, to queenofpeacelamarque@gmail.com with Bookkeeper on the subject line.