

Parish Accountant / Bookkeeper

St. Bartholomew the Apostle Catholic Church

5356 11th Street, Katy, TX 77493

Summary:

St. Bartholomew Catholic Church in Katy is currently seeking applicants for the position of Accountant Bookkeeper. We need a new accountant to take charge of our accounts receivables. Our team currently consists of two bookkeepers with different responsibilities. One bookkeeper manages accounts receivables, payroll, and related tasks, while the other handles accounts payables, 1099 reporting, and related duties. For sound fiscal policies, bank reconciliation is done by the Archdiocesan Parish Administrative Services (PAS), separating responsibilities. If you are not familiar with the church's software, we can provide training. Reporting directly to the pastor, this position is responsible for all financial reporting and handles many accounting activities.

Essential Functions:

- Understand the financial reporting and general ledger structure thoroughly.
- Ensure accurate and timely monthly, quarterly, and year-end closes.
- Ensure timely reporting of all monthly activity into financial software (ParishSOFT).
- Monitor daily banking requirements.
- Reconcile monthly bank statements correctly and on time.
- Review quarterly 941 reports and W-2 and 1099 wage and tax statements.
- Help prepare the church fiscal budget.
- Process bi-weekly payroll for church employees through ADP Management Services company.
- Manually input and review timesheets into payroll software.
- Complete and post payroll and complete payroll information.
- Assist employees with payroll information and new hires.
- Process and file accounts payable invoices according to archdiocese policies.
- Perform other duties as assigned.

Education:

Requires education in accounting with experience as a bookkeeper. Knowledge of Catholic parish administration is necessary. If you are interested, please email your resume with a cover letter to msolorzano@st-bart.org with Resume Accountant in the subject line. Please attach a link to your LinkedIn profile.

Salary: Annual \$45,000. Full-time (40 hours per week) with health benefits.