Bookkeeper
Holy Family Parish and School
1010 35th Street
Galveston, Texas 77550

Who we are:

Holy Family Parish in Galveston is comprised of six churches: St. Mary’s Cathedral Basilica, Sacred Heart Church, St. Patrick Church, Holy Rosary Church, Mary - Star of the Sea Church, and Our Lady by the Sea Church; and a parochial school – Holy Family School. The Catholic community of Galveston Island and of the Bolivar Peninsula continue to strive to be one Holy Family Parish, united in the joy of the Holy Spirit and in charity, as missionary disciples. Holy Family Parish offers diversity in worship locations, educational and fellowship opportunities.

Position Summary:

Holy Family Parish has an immediate opening for a full time Bookkeeper. The Bookkeeper is primarily responsible for providing bookkeeping services, maintaining financial bookkeeping system including accounts payable, receivable, payroll, and cash receipts; balancing ledgers, and reconciling bank statements; preparing financial statements and the annual budgets. The Bookkeeper reports to the Office Manager and to the Principal.

Responsibilities:

- Assist in the preparation of payroll, state and federal payroll filings; update payroll system accordingly
- Maintain accounting ledger using double entry bookkeeping for receipts and disbursements.
- Set up and maintain accounting and employee leave bank/time worked records and files.
- Request electronic funds transfers as needed and obtain approval of Pastor or Pastoral Associate.
- Gather and calculate data; prepare bank reconciliations and monthly financial reports for use by the parish, school and archdiocese.
- Assist with recording of weekly collections and other cash receipts
- Keep track of budgets and provide monthly reports for individual departments/ministries
- Prepare vouchers, including coding and payment of outstanding invoices
- Reconcile parish and school books as applicable
- Maintain tuition and school accounts. Must meet deadlines for payroll taxes

*Oversee data entry of administrative volunteers for accounting and financial contributions.*
- Oversee PDS Office contribution records and annual contribution letters.
• Operates computer to enter, alter, or delete data to parish records as instructed by supervisor
• Print/mail parishioner statements as needed.

Parish and School Office Support:
• Provide financial reports as requested by staff members.
• Provide assistance with bulk mailings and envelope stuffing as needed.
• Maintains location data entry into archdiocesan database –CID.
• Enters employee leave bank/time worked by non-exempt employees and background screening.
  ▪ Assist with preparation of financial reports; maintain accounting records
  ▪ Assist with the reconciliation of the various parish and school accounts as assigned
  ▪ Prepare industrial insurance information; assist with enrollment of employees in benefit programs
  ▪ Assist with maintenance of parish and other insurance records
  ▪ Process payments to vendors and others, maintain vendor files
  ▪ Ensure existence of verifiable audit trail for all financial transactions
  ▪ Provide clerical and administrative support as necessary.
  ▪ Perform other duties as assigned

Qualifications:
▪ Bachelor’s degree in finance or accounting or equivalent
▪ Three or more years with Bookkeeping experience or any combination of experience and education likely to provide the required knowledge, skills and abilities;
▪ Knowledge of basic accounting principles
▪ Proficient in various computer software programs; ability to learn custom church software programs. Ability to use various office machines (copier, folder, postage meter, etc.).
▪ Exercise courtesy to fellow employees, parishioners and the public
▪ Must be a self-starter; well organized; perform multiple tasks simultaneously and work with a sense of urgency
▪ Ability to maintain confidentiality
▪ Ability to work collaboratively in a team environment; punctuality is a must at all times; ability to travel locally as required
▪ Professional bearing; clean and neat personal appearance

Interested and qualified candidates should send their CV and Cover Letter to: shepherdhfp@gmail.com