

Part-Time Bookkeeper

St. Philip the Apostle Catholic Church

2308 3rd St.
Huffman, TX 77336

Summary:

SAINT PHILIP the Apostle Catholic Church, Huffman, TX (Lake Houston – Atascocita area) seeks a bookkeeper for the parish.

WORKDAYS are Monday thru

Friday HOURS are 9 AM to 1 PM

ATTRIBUTES required: dependable, confidential, welcoming, problem-solver, personable.

Education/Experience:

PROFESSIONAL SKILLS necessary: general bookkeeping, processing payroll, recording deposits, paying bills, cutting checks, reconciling accounts, generating financial reports, compliance with audit standards, occasional projects, and other assigned duties.

GENERAL SKILLS required: communications, organization, filing, office computer and equipment, software, phone.

PLEASE DIRECT all inquiries and resumes to: Father Richard Barker at pastor@stphilip.cc. We look forward to hearing from you.