

Full Time Bookkeeper

Christ the Good Shepherd Catholic Community

18511 Klein Church Road Spring, Texas 77379
www.cgscchurch

Position Summary

Christ the Good Shepherd Catholic Community seeks a detail-oriented **Parish Bookkeeper** to support the financial and operational needs of our parish community. Reporting to the Parish Business Manager, this position is responsible for a variety of bookkeeping and accounting tasks to ensure the parish operates efficiently and in compliance with Archdiocesan policies.

Key Responsibilities

Cash Receipts & Disbursements

- Record cash receipts in the general ledger.
- Process vendor invoices and prepare checks for signature.
- Perform month-end reconciliation procedures.

Payroll Management

- Process payroll and manage employee information in ADP.
- Reconcile payroll-related accounts monthly.
- Assist staff with payroll and benefits inquiries.

Financial Management & Reporting

- Reconcile bank and general ledger accounts.
- Prepare and distribute monthly financial statements.
- Generate annual tax reports (1099s, sales tax, etc.).
- Assist with budgeting and financial planning.

Collaboration & Administrative Tasks

- Attend Pastoral Staff, Parish Finance Council, and other relevant meetings.
- Prepare parishioner contribution letters and diocesan reports.
- Provide support for implementing diocesan management recommendations.

Qualifications

- Bachelor's degree in accounting preferred; high school diploma with significant bookkeeping experience required.
- Proficiency in Microsoft Word, Excel, ParishSoft Accounting, Family Suite and Giving is preferred.
- Knowledge of general accounting practices, payroll systems, and tax regulations.
- Strong organizational and analytical skills with excellent attention to detail.
- Ability to communicate effectively in both written and verbal forms.
- Practicing Catholic with an understanding of the Catholic Church's mission and values.

Working Relationships

Collaborates with the Pastor, Business Manager, Parish Finance Council, staff, and volunteers to ensure efficient parish operations and foster a welcoming community.

Salary & Benefits

This position offers a competitive salary and full benefits.

Application Process

To apply, please submit your resume, cover letter, and references to hr@cgscchurch.