

Parish Bookkeeper
Sacred Heart Parish, Conroe
109 Frazier Street
Conroe, TX 77301

Summary

Sacred Heart Parish, Conroe seeks 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 particular abilities of a highly organized person who is able to think critically and work independently. The position will be responsible for parish bookkeeping duties, which included but are not limited to timely and accurate financial reporting, budgeting, accounts payable, payroll processing, bank reconciliations, 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, in office, 40 hours per week, benefits and PTO eligible position.

Skills, Knowledge, and Ability

Applicants must have demonstrated knowledge and understanding of parish and bookkeeping operations, the ability to analyze, communicate and interpret financial data, ability to communicate in English, written and oral, in a clear productive and professional manner. Applicants must have proficient computer skills with Microsoft Office, Outlook, Excel, Word, and PowerPoint, and the Parish Soft Accounting system. Applicants must be able to work effectively and collaboratively with the Pastor, Clergy, office staff, volunteers, and parishioners.

Education

Minimum education requires a Bachelor Degree in Business, Accounting, or Finance or equivalent, with at least 3-5 years of proven experience as a bookkeeper.

Suitable candidates may submit a cover letter, resume, and minimum salary requirement* to gvelasquez@shconroe.org with Bookkeeper on the subject line.

*Applicants who do not include minimum salary requirement may not receive further review.