

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 abilities of a highly organized person who can think critically and work independently. The position will be responsible for parish bookkeeping duties, which include but are not limited to timely and accurate financial reporting, budgeting, accounts receivable and accounts payable, payroll processing, bank reconciliations, and other church accounting needs. 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 an eligible PTO 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

A minimum education requires a bachelor's 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 in the subject line.

*Applicants not including the minimum salary requirement may not receive further review.