

St. Charles Borromeo Catholic Church Church Accountant/Bookkeeper

Summary:

This position reports directly to the pastor and is responsible for all areas relating to financial reporting. It addresses a multitude of accounting activities including general ledger preparation, financial reporting, print checks, bank reconciliation, year-end closing, accounts receivable and accounts payable, the support of budget activities, bi-weekly payroll, verifying the accuracy of invoices and other accounting documents.

Essential Functions:

- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Ensure an accurate and timely monthly, quarterly and year-end of close.
- Ensure the timely reporting of all monthly activity into financial software (ParishSOFT).
- Monitor daily banking requirements.
- Reconcile the monthly bank statement in a timely and accurate manner.
- Review quarterly 941 reports and W-2 and 1099 wage and tax statements.
- Help prepare church fiscal budget.
- Process bi-weekly payroll for church employees through ADP Management services company.
- Reviews and inputs timesheets manually into payroll software.
- Completes and posts payroll and completes payroll information.
- Assists employees with payroll information and new hires.
- Processes and files accounts payable invoices in accordance with archdiocese policies.
- Performs other duties as assigned.

Education:

Requires education in accounting with some experience as a bookkeeper and/or accountant. Knowledge of Catholic parish administration and Spanish is a plus point. Interested suitable candidates, please email a cover letter, resume, to msolorzano@stcharleshouston.org with **Resume Accountant** on the subject line. If possible, include **link** to your **LinkedIn profile**.

Salary: Hourly Salary \$19. Full time (40 hours per week) with health benefits.