



**ARCHDIOCESE
OF PORTLAND IN
OREGON**

POSITION TITLE: Bookkeeper/Administrative Assistant

Opening Date: February 4, 2021

Closing Date: When Filled

Location of Job: St. Jude Catholic Church

Location Address: 4330 Willamette St. Eugene OR 97405

Position: Part-time, 18 hours a week

Position Summary: Provides bookkeeping and related financial and administrative services support to the Parish at the direction of the Pastor. The Bookkeeper handles the financial recording keeping and maintain proper accounting procedures for the parish.

Primary Responsibilities:

1. Maintains accurate records of parish funds. Verifies parish collection and other receipts, maintains accurate general ledger including accounts receivable and payable ledgers, prepares financial reports and statements.
2. Prepares and processes ADP staff payroll and ensures that appropriate taxes and other authorized deductions are withheld.
3. Administers a cash flow management system with purchasing and payment schedules clearly defined.
4. Prepares archdiocesan and government reports in a timely manner.
5. Assures that all contributions to the parish are accounted for in an accurate and timely manner.
6. Prepares bank deposits and records receipts. Reconciles bank statements on a monthly basis.
7. Processes check requests and assures there is proper authorization for expenditures.
8. Assist in the administration of the employee benefit plans;
9. Participates in preparation of annual Parish budget.
10. Responsible for monitoring and implementing internal controls.
11. Types correspondence and other documents as needed. Proofreads and edits materials. Duplicates and distributes materials as necessary.
12. Assists with security of parish property (keys, files, etc.) as needed.

13. Maintains a strict level of confidentiality on all matters relating to Parish business.
14. Performs other work-related duties as requested.

Required Knowledge, Skills and Abilities:

Understanding of general bookkeeping principles and payroll tax laws. Proficiency with QuickBooks, calculator and all basic office equipment, including experience with spreadsheet, word processing, accounting, and ADP payroll system. Must be able to prioritize workload to meet demands. Requires excellent organizational skills with ability to meet deadlines and good communication skills, both verbal and written. High level of accuracy and attention to detail with ability to maintain confidentiality. Requires extensive close work and keyboarding at 40-50 wpm and 10-key by touch. Ability to use telephone for long periods of time.

Minimum Qualifications:

A.A. degree or equivalent in Accounting or Bookkeeping and/or three to five years' experience in accounting environment. Two to four years' experience in parish, pastoral center, non-profit organization or other related entity preferred, along with knowledge and understanding of church organization and operational procedures. Practicing Catholic preferred. Valid driver's license.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

To apply, please send resume, cover letter, and 3 professional references to Fr. Pao Dayto, at paolojohn_dayto@yahoo.com.