SAINT MATTHIAS PARISH

Employment Opportunity

Date: February 10, 2020
Location: Parish Office
Position: Parish Bookkeeper

Deadline: Until filled
Status: Part-time: 15–20 hours/week
Practicing Catholic: Preferred

Job Summary: Saint Matthias Parish is searching for a qualified individual to serve as the part-time Bookkeeper to perform a full range of financial duties requiring the application of accounting principles, including maintaining accurate financial records, reporting and budgets using QuickBooks. Other responsibilities include AP/AR and payroll. A strong knowledge of the accrual system of accounting is required.

Job Responsibilities: Under the direct supervision of the pastor, this position will be responsible for performing various duties in the area of cash disbursements and cash receipts, including the automated capture, repair and processing of checks and other transit items. Miscellaneous balancing and processing duties pertinent to a batch transaction environment. Duties include, but not limited to, the following:

- Maintain the Accounts Payable for all entities of the parish. Reconcile all bank/PAF accounts.
- Enter data into the Parish census database for contributions, payments, and annual pledges, as needed.
- Account codes and data - enter deposits and journal entries, posting approved entries to General Ledger; maintain various Excel data base sub ledgers.
- Process payroll for designated entities, including withholding payroll taxes and filing of related quarterly and annual tax forms.
- Assist Business Administrator in preparation of the annual budget/financial reports.
- Deposit checks as needed using Electronic Deposit Transfer; deposit cash at bank.
- Assist with the tracking of school subsidy payments.

Qualifications for the position: The ideal candidate must be self-motivated to complete the responsibilities of the job with minimum supervision; ability to multi-task and establish priorities; ability to exercise discreet judgment in maintaining all information highly confidential; ability to be flexible but meet deadlines when required; establish good organizational skills and priorities; exhibit initiative and responsibility. Ongoing working knowledge of computer software including Microsoft Office and accounting programs is required. A minimum of 2 years of bookkeeping experience is required; a bachelor degree in accounting, finance or a related field is preferred.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” course. Compensation is commensurate with candidate’s education and experience. Part-time benefits are according to Diocesan policy. Send cover letter, resume, and references to Father Tony Davis, Pastor, at ttdavis@columbuscatholic.org.