Open Position Notice

Date: September 17, 2021

Position Title: Bookkeeper

Agency/Office: St. Margaret’s

Work Schedule: Part Time

Position Requirements:

St. Margaret’s parish in Rumford is seeking a part time Bookkeeper. This person will provide day to day fiscal and operational support to the parish church, school and cemetery. The bookkeeper will provide financial reports, prepare the payroll and issue checks. In addition, this person will record receipts and disbursements, record outstanding invoices, reconcile cash accounts and generate financial reports using QuickBooks.

The well qualified candidate will be proficient with QuickBooks, competent in MS office, and familiar with accounting and financial record keeping regulations related to non-profit organizations. Minimum of 3 years’ experience performing routine bookkeeping duties in either a for-profit or non-profit work environment

Interested applicants should send a cover letter and resume to:
Father Rodrigues
St. Margaret’s Parish
1098 Pawtucket Ave.,
Rumford, RI 02916

or via email
jrodrigues@dioceseofprovidence.org