



Accountant – St. Gabriel Congregation, Hubertus

Our Accountant manages our Accounts Payable and Payroll functions, as well as aiding our Finance Manager in Database Management. This position enjoys part-time and flexible hours, averaging 24-28 hours per week. We offer competitive hourly compensation based on education and experience.

Accounts Payable

- Process invoices for payment via checks & electronic payments in **QuickBooks** software
- Maintain A/P records
- Prepare Annual 1099's for required vendors
- Manage current vendor contracts and make recommendations for competitive contracts
- Reconcile monthly bank statements

Payroll

- Prepare & submit semi-monthly payroll with a 3rd party vendor
- Maintain proper payroll records and files

Database Management

- Manage Parish Data System: Church Office and Formation Office software
- Manage enrollment for Christian Formation and After School Learning Program
- Manage Legacy Mark cemetery database software

Qualifications

- Associate Degree in Accounting, or equivalent experience
- 2-years of experience in accounting related field
- Familiarity with **Parish Data Systems Church Office**, or equivalent
- Experience with **QuickBooks**, or equivalent
- Proficiency with **Microsoft Office** and **Google** products
- Accuracy and attention to detail in work product
- Handles sensitive and confidential information with discretion
- Strong communication skills
- Works independently
- Promotes a positive and friendly work environment
- Willingness to comply with the Archdiocese of Milwaukee "**Safeguarding All God's Children**" program
- Practicing Catholic, preferred

Additional Information:

Start Date: April 1, 2026

Send cover letter and resume (including references) to:

Laura Rogacki, Finance Manager

St. Gabriel Parish, 1200 St. Gabriel Way, Hubertus, WI 53033

lrogacki@stgabrielhubertus.org, 262-628-1141