

St. Theresa of Avila Catholic Church

JOB DESCRIPTION

Position Title: Bookkeeper (part-time)

I. Qualifications and Expectations

Required: practicing Catholic in good standing

Preferred:

- Experience working within parish, diocesan, or nonprofit settings
- Bachelor's degree in business, human resources, accounting or finance preferred.

Work experience and skills:

- 1–3 years of experience in human resources, bookkeeping, accounting, or finance.
- Proficiency in QuickBooks, Dayforce, Microsoft Office, and Excel.
- Strong organizational, communication, and interpersonal skills.
- Strong attention to detail and ability to manage multiple responsibilities effectively.
- Ability to manage details with ease.

Work environment:

- Part-time parish office setting
- Requires some evening and weekend availability
- This is an office position in a 2-story building. Ability to climb flights of stairs is required.

II. Key Responsibilities

1. Payroll & Financial Administration

- Prepares payroll, associated taxes, and government and diocesan reports.
- Maintains accurate and current accounts payable and receivable ledgers.
- Processes and records all other donations as well as reimbursement requests.
- Prepares bank deposits and records receipts.
- Reconciles bank statements.
- Reconciles all online donations made through credit card processing companies.

2. Contributions & Cash Handling

- Coordinates the tabulation of collections and records and deposits all contributions.
- Coordinates offertory counting teams and assists as needed.
- Maintains records of all donations.
- Maintains proper internal controls regarding cash handling and contributions.

3. Financial Reporting

- Prepares monthly and annual financial reports.
- Coordinates and prepares reports for Finance Council meetings and attends as directed.

4. Compliance & Recordkeeping

- Maintains all financial records of the Parish.
- Ensures compliance with diocesan financial policies and procedures.
- Assists with annual audits or financial reviews.

Email resume to jobs@stachurch.net