



Bookkeeper

Job Title:	Bookkeeper
Location:	Blessed Sacrament
Reports To:	Parish Pastor
FLSA Status:	Part-time (20 hrs); Hourly
Last Revised:	September 2022

Summary:

The Bookkeeper is responsible for all bookkeeping and financial reporting as assigned including but not limited to accounts receivable/cash receipts, accounts payable, payroll, bank and balance sheet reconciliations, monthly reports, budgeting and all other financial and accounting matters in collaboration with the Pastor and Parish Finance Council.

Essential Job Functions:

- Process Payroll
- Run reports
- Coordinate with sister parish
- Accounts Payable/Receivable
- Maintain general ledger/journal entries using PDS Accounting Software
- Maintain parishioner records (financial contributions/sacramental records, etc.)
- Other duties as assigned by Pastor/Administrator

Required Skills:

- Associates Degree in Accounting (Preferred) or knowledge of basic accounting principles and equivalent experience in bookkeeping/accounting
- Ability to meet deadlines and follow directives from Pastor in timely manner
- Proficient with MS Office Products (Excel; Word)
- Excellent oral and written communication skills

Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs in particular as well as being a practicing Roman Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.



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To apply, please send a cover letter, resume, salary history and list of three professional references to:
Fr. Frank Renner – frenner@evdio.org and Mary Sives – msives@evdio.org
