

POSITION OF PARISH BOOKKEEPER, ST LOUIS DE MONTFORT CHURCH

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Phone: (805) 928-5725 Toll Free: (800) 445-4737 Email: sales@ypp.com **not via the parish.**

PROFESSIONAL SUMMARY:

Under the direction of the Archbishop of Los Angeles, Francis Cardinal McIntyre, St. Louis De Montfort Catholic Church was founded on March 22, 1963, as a result of the division of St. Mary's parish being divided in 2 parts between Santa Maria and Orcutt; the latter of which was renamed St. Louis De Montfort.

POSITION SUMMARY:

Under the direction of Father Aidan Rossiter, CJ, the Parish Bookkeeper will be responsible for the bookkeeping functions of the Church. As all Archdiocesan employees represent the Roman Catholic Church, he/she is expected to exhibit and engage in conduct according to the goals and mission of the Church in performing his/her work. The ideal candidate will possess exemplary integrity, understand and protect the confidentiality and sensitivity of the position and related services offered by the Church.

DUTIES / RESPONSIBILITIES:

Maintain accurate general ledger entries into Quickbooks;
Prepare monthly bank reconciliations and required account analysis;
Process bank deposits and record receipts;
Enter all mass collections, electronic and other deposits weekly;
Review and prepare vendor invoices for payment;
Process payroll through ADP;
Monitor and assist in the collection of outstanding receivables;
Prepare monthly financial statements and annual report to Archdiocese;
Analyze and present financial operating results;
Perform ad hoc analysis as required;
Assist in the preparation and update of parish budgets;
Serve as a member of the Parish Financial Council;
Serve as a parish contact with financial institutions and the Archdiocese Finance and Payroll departments;
Maintain an accurate filing, recordkeeping and reporting system for all parish matters;
Administer employee salary and benefits programs for the parish;
Understand and maintain Archdiocesan policies, procedures and guidelines;
Performing other work-related duties as requested.

REQUIREMENTS / QUALIFICATIONS:

At least 4 years' proficient recent bookkeeping experience;
At least 3 years' recent experience with QuickBooks;
Must be a baptized member in good standing with the Roman Catholic Church;
Ability to work well with others in a team, to prioritize multiple demands, work well under pressure and maintain confidentiality;
Proficient in the Microsoft Office suite of products;
Excellent oral, written, interpersonal and electronic communications skills;
Ability to learn and quickly upskill computer software applications utilized by the parish such as Parishsoft;
Exceptional organizational, attention to detail; time management and deadline awareness skills;
Possess a reputation for honesty, confidentiality and high ethical standards;
Must pass finger printing and background checks and will be Virtus trained (safeguarding protocol of the Archdiocese);
Bilingual English / Spanish speaker a plus.

WORKING HOURS: 30 hours per week

COMPENSATION: \$20.00 - \$25.00 per hour DOE, plus benefit package **LOCATION:** Orcutt, CA