

Title: Bookkeeper
Parish: Holy Spirit Catholic Church, Naperville, IL
Reports To: Business Manager
Position: Part-time, Unbenefited, Non-Exempt

Work Schedule

- To be determined, approximately 20 hours per week
- Occasional evening and weekend hours
 - Flexibility to adjust to other department/business needs

Job Purpose

Holy Spirit Catholic Church is seeking a reliable and detail-oriented bookkeeper to support our parish financial operations. This is an on-site position with a flexible schedule, ideal for someone who enjoys meaningful work in a faith-based Catholic environment.

Duties & Responsibilities

- Maintain accurate financial records and general ledger entries
- Process accounts payable and receivable
- Assist with bank reconciliations and monthly financial reports
- Support budgeting and basic financial analysis
- Maintain organized records and documentation
- Assist parish staff with financial related questions as needed.

Other Duties

- Perform other duties as assigned and/or applicable.

Education & Qualifications

- Must uphold the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet
- College degree in accounting, finance or bookkeeping required; experience required
- Proficiency in Microsoft Excel
- Strong attention to detail and organizational skills
- Ability to maintain confidentiality and handle sensitive information required
- Self-motivated with the ability to work independently
- Preferable experience working in a parish or non-profit setting
- Familiar with parish accounting systems or fund accounting a plus.

Salary

Hourly range is \$20.00 - \$25.00, commensurate with experience.

Benefits

Paid personal leave days.

To apply for this position, please submit a cover letter, resume and a brief note of interest to Danielle Plotke at dplotke@hsc.us or 630-922-0081. Please reference Bookkeeper in subject line of email.