

**Job Title:** Parish Accountant  
**Reports To:** Pastor  
**Position:** Part-time (up to 29 hrs/week), Flexible Schedule, Unbenefited  
**Parish:** St. Petronille Catholic Church, Glen Ellyn, Illinois

### **Summary**

The part-time Parish Accountant will be responsible for the Church and School payroll, all Accounts Payable functions, and the tracking and recording of all Church and School income.

### **Job Description**

- Tracks and records all financial activity of both the Parish and the School.
- Executes semi-monthly payroll (via Paylocity) for all Church and school employees.
- Manages Accounts Payable – enters all invoices and runs checks.
- Makes sure all daily payables are entered into the ledger system (ParishSoft).
- Maintains up to date vendor list.
- Manages all online offertory income (via Vanco).
- Maintains Vanco details for parishioners utilizing electronic giving including uploading data into PDS (our donation database).
- Assists with the weekly Offertory counting that was collected during the Masses.
- Ensures all Parish and School income are deposited into the appropriate general ledger accounts.
- Assists with month-end close by reconciling bank statements.
- Assists with year-end tax statements (W2 / 1099).

### **Position Requirement**

- Practicing Catholic who understands and supports the teachings of the Catholic Church, and who acts as an example and serves as a role model in their personal life.
- Bachelor's degree, required. Master's degree, preferred. Accounting degree, preferred.
- Experience managing the finances of a Parish or small business is preferred.
- Knowledge of non-profit accounting is a plus.
- Must support the mission, vision and policies of the Catholic Church and the Diocese of Joliet.

***To apply, please send your cover letter and resume to [financemanager@stpetschurch.org](mailto:financemanager@stpetschurch.org). Please reference Parish Accountant in the subject line of your email.***