

Job Title: Bookkeeper
Parish: St. Carlo Acutis Parish – Crest Hill, Illinois
Reports To: Pastor
Position: Part-Time; Unbenefited; Non-Exempt
Flexibility of schedule / Up to 5 – 7 hours per week

Position Summary

The bookkeeper provides day-to-day financial support services including accounts payable, payroll processing, and deposits as well as maintaining parishioner tithing records and providing occasional general office support. To aid the pastor in managing the financial business of St. Carlo Acutis Parish.

Duties and Responsibilities

A. Support the Parish

- Understands and supports the mission and purpose of the parish
- Attends Finance Council meetings; generates reports for monthly meetings
- Manages payroll, pension payments, and other human resources functions
- Inputs weekly offertory and prepares year-end parishioner tax statements
- Prepares reports for the bulletin

B. Accounting Functions

- Aids in preparation of yearly budget and prepares cash forecasts
- Maintains banking relationships and bank reconciliation
- Processes accounts payable and check disbursements for church operations
- Directs purchasing procedures and review of contracts
- Records all financial transactions for church and prepares journal entries
- Prepares deposits for miscellaneous donations received and takes to the bank
- Prepares reconciliation for the church operating and activity accounts
- Closes financial records and audit at year-end and processes 1099's & 1096's

C. Other Responsibilities

- Attends finance meetings in the diocese
- Prepares applications for grants, loans, bequests, etc. as needed
- Participates in church fundraising campaigns, in cooperation with other staff and volunteer councils
- Collaborates with preparation of events and other tasks as assigned by the Pastor
- Must support the mission, philosophy, objectives and policies of the Roman Catholic Church and the Diocese of Joliet
- Additional duties as assigned

Qualifications

- High school diploma or equivalent
- Previous bookkeeping experience required
- College Degree or college coursework preferred
- Ability to type
- Experience using accounting software, Microsoft Office and Google Docs
- Ability to handle phone calls promptly and courteously
- Ability to maintain strict confidentiality
- Ability to work independently with responsibility

Compensation & Benefits

- Hourly range is \$18.00 - \$25.00, commensurate with experience.
- Eligible benefits in accordance with Diocese of Joliet policies for part-time employees:
 - Paid personal leave days.

Mission Commitment

The Bookkeeper is expected to conduct him/herself in a manner consistent with the mission, teachings, and moral standards of the Roman Catholic Church and to comply with all policies of the Diocese of Joliet, including Safe Environment requirements.

To apply for this position, please send cover letter and resume to the following email address, parishsecretary@stcarloacutisparish.org.