

Job Title: Parish Accountant & Bookkeeper
Reports To: Pastor
Parish: St. Raphael Catholic Church, Naperville, Illinois
Position: Full-time, Exempt, Benefits

At St. Raphael Catholic Church, we are committed to fostering a Christ centered workplace where every employee shares in the mission of Leading Souls to Heaven through professional excellence and joyful service. Every member of our staff contributes to creating a welcoming, faith-filled parish that supports our worship, ministries, school, religious education, and community.

Job Purpose

St. Raphael Catholic Church is seeking a detail-oriented, organized, and mission-driven Parish Accountant & Bookkeeper to assist the day-to-day financial operations of the parish and school. This individual will work closely with the Pastor, Chief Operating Officer (COO), parish leadership, school administration, and diocesan offices to ensure accurate financial records, timely reporting, and faithful stewardship of parish resources.

The ideal candidate possesses strong accounting and bookkeeping skills, maintains the highest level of confidentiality, communicates professionally, and enjoys serving in a collaborative parish environment. This position plays a key role in supporting the financial health and operational excellence of St. Raphael Catholic Church through accurate accounting, responsible stewardship, and collaborative service to the parish and school community.

Essential Responsibilities

Accounts Payable & Financial Administration

- Process invoices and accounts payable.
- Code invoices and obtain appropriate departmental approvals.
- Prepare and print checks.
- Maintain accurate financial records within the parish accounting system.
- Reconcile parish bank accounts and diocesan accounts.
- Reconcile monthly credit card statements.
- Assist with financial reporting and resolve accounting discrepancies.
- Prepare annual IRS Form 1099s.
- Assist with the preparation and distribution of annual parishioner contribution statements.
- Process raffle tax reporting and related filings.

Parish & School Financial Operations

- Record and post weekly Sunday collections.
- Prepare, scan, and process Sunday deposits and checks.
- Process mailed donations and school deposits.
- Manage tuition and fee billing through FACTS.
- Maintain parish stewardship and donor records.
- Process parishioner giving updates and account changes.
- Assist with parish endowment administration.

Payroll & Employee Benefits

- Process payroll accurately and on schedule.
- Administer employee retirement and benefit contributions, including:
 - 403(b) plans
 - Pension reporting
- Maintain payroll records and ensure compliance with diocesan policies and applicable governmental regulations.

Administrative Support

- Coordinate purchasing for parish ministries and departments.
- Respond to financial and stewardship-related inquiries from parishioners.
- Assist with Sunday collection processing when needed.
- Collaborate with parish and school staff to support the financial operations of the parish.
- Perform other duties as assigned to support the mission and operations of St. Raphael Catholic Church.

Other Duties

- Other duties as assigned by the pastor

Education/Qualifications

- Associate's or Bachelor's degree in Accounting, Finance, Business, or related field preferred.
- Minimum of two years of bookkeeping or accounting experience.
- Experience with payroll and financial reporting preferred.
- Strong organizational, communication, and computer skills.
- Ability to maintain strict confidentiality.
- Experience with nonprofit, church, or school accounting is a plus.
- Must support the mission, philosophy, objectives and policies of St. Raphael Parish, the Catholic Church, and the Diocese of Joliet.

Working Conditions

Occasional flexibility may be required during payroll processing, year-end financial reporting, and major parish events.

Salary

Salary is \$50,000 annual

Benefits

We offer a competitive benefits package that includes:

- Medical, Dental, Vision Insurance; Basic Life and AD&D; Long-term Disability Insurance; Flexible Spending Accounts; Defined Pension Plan funded by Diocese of Joliet; 403(b) Retirement Plan; Paid Personal Leave Days; Paid Holidays based on holiday schedule determined at the local level.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

***To apply for this position, please submit your resume and cover letter to Stephen Stewart
sstewart@st-raphael.com***