

Part Time Parish Bookkeeper

Our Lady of the Valley Catholic Community – Caldwell, Idaho

Our Lady of the Valley has an opening for a part-time Parish Bookkeeper. This position is 16 to 24 hours per week.

Summary

Keeps records of financial transactions for the parish, processes accounts payables and receivables, prepares financial statements and annual budget, and processes payroll by performing the following duties and responsibilities.

Essential Duties and Responsibilities:

- Ability to learn PowerChurch Accounting Software
- Provides parishioner and contribution reports as necessary.
- Organizes and maintains financial records for the parish.
- Records detailed deposit information in the parish records.
- Records weekly offertory deposit in cash receipts journal. Verifies accuracy of deposit tickets with receipted bank deposit slips.
- Performs all accounts payable/receivable functions.
- Assists in preparing parish budget.
- Reconciles and balances accounts.
- Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other pertinent items.
- Prepares financial information for meetings and attends all finance council meetings.
- Attends all Diocesan Bookkeeping workshops.

Other tasks, responsibilities and duties may be assigned as needed.

Qualifications:

- 3+ years of financial leadership experience preferred.
- Knowledge and experience with parish financial administration preferred.
- Knowledge of PowerChurch Accounting software preferred.
- Proficiency in MS Office Suite, including Word, Excel, Outlook and internet.
- Excellent and professional telephone manner, interpersonal skills and confidentiality.
- Ability to work effectively with parish employees, diocesan employees and the general public.

- Ability to multi-task, work independently and make responsible judgment calls.
- Ability to respect confidentiality and consistently exercise discretion and good business judgment.

Physical Requirements:

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle or feel, talk, hear, stand, walk, reach with hands and arms, stoop, kneel and crouch. The employee must occasionally lift and/or move up to 20 pounds.

To apply, download and complete the "Job Application" (link found on webpage).

Please forward the application, your resume and list of references to the attention of:

Martin Knoelk
Parish Business Manager
Our Lady of the Valley Catholic Church
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Caldwell, Idaho 83605
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