



## **BOOKKEEPER**

**Job Title: Bookkeeper**  
**Opening Date: February 27, 2017**

**Location Name: St. John Fisher Parish and School**  
**City: Portland**  
**State: OR**  
**Zip: 97219**  
**Job Number:**  
**Job Category:**  
**Position FTE: 18 hours**  
**Term of Service:**

### **Position Summary:**

St. John Fisher Parish and School is looking for a part time (18 hours per week) bookkeeper.

### **Specific Job Skills:**

Qualified applicants should have an understanding of general bookkeeping principles, payroll tax laws, proficiency with PC software (including Quickbooks and ADP), word processing, budgeting, benefits, and accounting.

### **Core Duties:**

- Prepare monthly, quarterly and year end reports for parish and Archdiocese.
- Maintain accurate records for parish and school funds.
- Prepare staff payroll.
- Manage income and expenses.

### **Minimum Requirements:**

Requires excellent organizational skills with ability to meet deadlines and good communication skills, both verbal and written. A.A. degree or equivalent in Accounting or Bookkeeping and/or three to five years' experience in accounting environment. Practicing Catholic preferred.



ARCHDIOCESE OF PORTLAND  
IN OREGON

*Human Resources*

Qualified applicants  
should submit a resume and cover letter to Merrit Holub, Principal, at  
[mholub@sjschool.org](mailto:mholub@sjschool.org) or 7101 SW 46<sup>th</sup> Ave Portland, OR 97219.