



ARCHDIOCESE OF PORTLAND IN OREGON

Human Resources

POSITION TITLE: Bookkeeper

Opening Date: September 15th, 2017

Location of Job: St. Wenceslaus Catholic Church

Location Address: 51555 SW Old Portland Rd, Scappoose, OR 97056

Position: Part Time

Position Summary: Seeking a Part Time bookkeeper to join the St. Wenceslaus team! The position will provide bookkeeping and related administrative and financial tasks to the Parish. The hours will be approximately 6-10 hours per week.

Job Duties:

- Prepares and processes ADP staff payroll and ensures that appropriate taxes and other authorized deductions are withheld.
- Maintains accurate records of parish funds. Verifies and deposits parish collection and other receipts, posts parishioner contributions, maintains accurate general ledger including accounts receivable ledgers, prepares financial reports and statements.
- Provides computer input/output services for accounting and census.
- Prepares bank deposits and records receipts. Reconciles bank statements on a monthly basis.
- Handles accounts receivable and accounts payable, processes check requests and ensures proper authorization for expenditures.
- Reconciles parish/school books, prepares financial statements as requested.
- Types correspondence and other documents as needed. Proofreads and edits materials. Duplicates and distributes materials as necessary.
- Maintains a strict level of confidentiality.
- Attends occasional evening meetings, and assists with managing cemetery finances.
- Other duties as assigned.

Skills / Education:

- A.A. degree or equivalent in Accounting or Business and/or 1-3 years' experience in accounting environment.
- Ability to use QuickBooks required. Experience using ParishSoft preferred.
- Understanding of general bookkeeping principles and payroll tax laws.
- Proficiency with PC software and basic office equipment.
- Advanced knowledge of Excel.
- Experience using ADP.
- Must be able to prioritize workloads and meet demands with excellent time management.
- Requires excellent organization skills and communication. High level of accuracy and attention to detail with the ability to maintain confidentiality.
- Requires extensive close work and keyboarding at high speeds.
- Church or nonprofit experience preferred. Practicing Catholic preferred.

To apply, please send your resume and cover letter to lise@stwenceslaus-scappoose.com.