



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

## **POSITION TITLE: Bookkeeper**

**Opening Date:** March 16, 2017

**Location of Job:** Holy Family Catholic Church

**Location Address:** 3732 SE Knapp St. Portland, OR 97202

**Position:** Part Time

**Position Summary:** Seeking a Part Time bookkeeper to join Holy Family team! The position will provide bookkeeping and related administrative and financial tasks to the Parish. The hours will be approximately 15 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.

- 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. Experience using Church Windows 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 address your questions, resume and cover letter to [fatherrodel@holyfamilyporland.com](mailto:fatherrodel@holyfamilyporland.com). No phone call please.**