



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Bookkeeper

Opening Date: November 15, 2017

Location of Job: St. Agatha Catholic School and Parish

Location Address: 7960 SE 15th, Portland, Oregon 97202

Position: Part Time (20 hours/week)

Position Summary:

St. Agatha Catholic School and Parish is seeking a dynamic professional for the part time position of Bookkeeper. The Bookkeeper provides bookkeeping and performs other related financial or administrative support to the school as directed by the principal (school), pastor (parish) and business manager.

General Statement of Duties:

1. Prepares and processes ADP staff payroll and ensures that appropriate taxes and other authorized deductions are withheld.
2. Provides computer input/output services for accounting and census.
3. Prepares bank deposits and records receipts. Reconciles bank statements on a monthly basis.
4. Handles accounts receivable and accounts payable, processing check requests and ensuring proper authorization for expenditures.
5. Reconciles parish/school books, preparing financial statements as requested.
6. Types correspondence and other documents as needed. Proofreads and edits materials. Duplicates and distributes materials as necessary.

7. Participates in preparation of annual parish/school budget.

Minimum Requirements:

1. Possess strong verbal and written communication skills, technology expertise and experience with QuickBooks and Excel.
2. Ability to organize and prioritize workload, maintain matters of confidentiality, and an eager willingness to collaborate with parents and staff.
3. Candidates must hold a minimum of an A.A. degree or equivalent in Accounting or Bookkeeping and/or 3-5 years' experience in accounting environment.
4. Prefer some experience working with nonprofit or religious organization.
5. Catholic preferred.

Qualified candidates are requested to submit a letter of interest and resume to Chris Harris, Principal. St. Agatha Catholic School, 7960 SE 15th Ave. Portland, OR 97202. chris.harris@stagatha.us. 503.234.5500