

Parish Bookkeeper

St. Justin Martyr Catholic Church

13350 Ashford Point Dr
Houston, TX 77082

Summary

St. Justin Martyr seeks applicants who are task-oriented with an excellent sense of priority, alertness, logic, and objectivity for the position of full-time Bookkeeper. Suitable candidates must be able to exercise the abilities of a highly organized person who can think critically and work independently. The position will be responsible for parish bookkeeping duties, which include but are not limited to timely and accurate financial reporting, budgeting, accounts receivable and accounts payable, payroll processing, bank reconciliations, and other church accounting needs. This position requires the candidate to grasp and demonstrate an ability to maintain confidentiality in a professional employment setting. This is a full-time, in-office, 32 hours per week, benefits, and an eligible PTO position.

Skills, Knowledge, and Ability

Applicants must have demonstrated knowledge and understanding of parish and bookkeeping operations, the ability to analyze, communicate and interpret financial data, ability to communicate in English, written and oral, in a clear productive and professional manner. Applicants must have proficient computer skills with Microsoft Office, Outlook, Excel, Word, and PowerPoint, and the Parish Soft Accounting system. Applicants must be able to work effectively and collaboratively with the Pastor, Clergy, office staff, volunteers, and parishioners.

Education

A minimum education requires a bachelor's degree in business, Accounting, or Finance, or equivalent, with at least 3-5 years of proven experience as a bookkeeper.

Suitable candidates may submit a cover letter, resume, and minimum salary requirement* to rdelapaz@sjmtx.com with **Bookkeeper** in the subject line.

*Applicants not including the minimum salary requirement may not receive further review.