

# St. Alexis Catholic Church

## **Job Description**

### **Position: Bookkeeper**

#### **Start a Great Career with a Great Purpose!**

St. Alexis family is a community blessed by God with a diversity of cultures and languages. Celebrating that richness, we reach out to all inviting them to gather at the table of the Lord as one People. In openness to the Gospel, we form ourselves as stewards of the Lord's gifts to create a community of faith that is unifying, supporting, and nurturing. We are recognized as a parish of choice!

#### **Work Schedule Status:**

Part-Time, unbenefited

20 hours per week

Monday – Thursday 9:00am -2:00pm

**Reports to:** Pastor

#### **In this role, you will.....**

- Manage the standardized accounting software system.
- Oversee the proper handling of parish donations from collection to deposit.
- Keep banking protocols and bank reconciliation
- Prepare checks for bill payments and reimbursements.
- File receipts accordingly.
- Prepare and disseminate required monthly financial reports to pastor, finance council and parish.
- Attend finance council meetings and collaborate with the council secretary where needed.
- Manage contracts and schedule of services with companies.
- Prepare payroll accordingly using Paylocity.
- Create the tax acknowledgement forms for parishioner contributions.
- Attend finance meetings in the diocese and knowledgeable of Diocese of Joliet financial policies.
- Process rental of the church basement.
- Prepare the annual budget and yearend financial report in a timely manner.
- Ensure that the financial records are properly closed in a timely manner.
- Other duties as assigned.

#### **Education/Qualifications Required:**

- High school diploma or equivalent
- Previous bookkeeping experience
- College Degree or college coursework preferred
- Experience using accounting software, Microsoft Office, and Google Docs
- Ability to manage phone calls promptly and courteously
- Ability to maintain strict confidentiality
- Ability to work independently with responsibility
- Must support the mission, philosophy, objectives, and policies of St. Alexis Catholic Church and Diocese of Joliet

If interested in this amazing opportunity, please send a resume and cover letter to the Pastor, Fr. Jesus at [pastor.st.alexis.bensenville@gmail.com](mailto:pastor.st.alexis.bensenville@gmail.com)