

## Job Posting Form

Date Posted: June 22, 2020

Send resume to: Lynn M Baker  
17 Grove Street  
Williamsville, NY 14221  
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Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week 25 Full-Time:

Job Title of Open Position: Parish Bookkeeper / Cemetery Liaison

Salary: Commensurate upon experience/education Salary will be:  hourly  other

Employer: Saints Peter & Paul R.C. Church Department

Location Address: 17 Grove Street, Williamsville, NY 14221

Employer website: ssppchurch.com

### **Brief Job Description**

We are looking for a skilled Bookkeeper to support and maintain the day to day fiscal and operational services of the Parish. Duties include, but are not limited to, the creation and analysis of various financial reports, processing and recording accounts payables and receivables in a timely manner. The Bookkeeper also assists with the overseeing of business-side of our cemeteries which includes the sales of crypts, niches and plots, cemetery recordkeeping and follows-up on the maintenance of such items.

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

- A college degree is preferred.
- A strong background in the fiscal operations of a Church.
- Knowledge and experience in Cemetery operations is beneficial
- Must be Roman Catholic

### **Desired Skills**

- Proven bookkeeping experience
- Maintains a high level of confidentiality regarding Parish finances and day to day business
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a high degree of accuracy
- Excellent interpersonal communication skills
- Customer service orientation and negotiation skills
- Ability to manage multiple functions and activities
- Ability to prioritize responsibilities to achieve maximum effectiveness
- High computer proficiency
- Hold a high understanding and respect for the Catholic mission of parish and school

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than July 15, 2020