

## Job Posting Form

Date Posted: August 17, 2020

Send resume to: Stmartindeporresbuffalo@gmail.com

Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week 8 Full-Time:

Job Title of Open Position: Church Bookkeeper

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

Employer: St. Martin de Porres Church Department \_\_\_\_\_

Location Address: 555 Northampton Street, Buffalo, New York 14208

Employer website: Stmartindpbuffalo.org

### **Brief Job Description**

A skilled Bookkeeper to support and maintain the day to day fiscal operational services of the Parish. Must be knowledgeable in Parish Data System (PDS). Must work closely with Parish Finance and Development Council. Duties include the creation and analysis of various financial reports.

### **Essential Duties and Responsibilities:**

- Compile Parish Financial Report
- Submitted Payroll to Diocese
- Compile Accounts Payable
- Reconcile Bank Statements
- Enter/Post Financial transactions into the Parish Data System (PDS)
- Compile and Submit Year End Budget Report to Diocese
- Oversees church's financial data
- Other related financial task as requested by the Pastor

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

#### **Education:**

**Minimum:** High School Diploma

#### **Experience:**

##### **Minimum:**

- A strong background in the fiscal operations of a Catholic Church.
- At least 5 years of experience working as a bookkeeper.

### **Desired Skills**

- Proven bookkeeping experience
- Maintain a high level of confidentiality regarding Parish finances
- Data Entry Skills along with a high degree of accuracy
- Have a clear understanding and respect for the Catholic Mission of the Parish

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **September 11, 2020**