

Job Posting Form

Date Posted: 08/30/2019

Send resume to: Tmahoney@stpeterlewiston.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 20 Full-Time:

Job Title of Open Position: Bookkeeper

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

Employer: St. Peter RC Church Department Finance

Location Address: 620 Center Street Lewiston NY 14092

Employer website: www.stpeterlewiston.org

Brief Job Description

Perform bookkeeping, accounting and related financial services for the parish and school to ensure the timely and accurate processing of vendor payments, bank reconciliations, tax reports and financial reports to maintain the financial integrity of the parish and school.

Qualifications: Required Education/Experience

- Minimum: Associates degree in accounting
- Preferred: BS in accounting or business management
- Experience : 3-5 years bookkeeping and/or accounting support activities in processing accounts payable, reconciling bank accounts and preparing basic financial statements, tax reports, and other financial reports.
- Preferred: Minimum experience noted above specifically with a diocesan organization that has a parish and school.

Desired Skills

- Ability to efficiently use an automated accounting system(Parish Data System, PDS preferred).
- Excellent organizational skills to ensure the timely processing of transactions and information and orderly filing and storage of financial information.
- Ability to work independently
- Excellent communication skills

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than until position is filled