

Job Posting Form

Date Posted: September 6, 2019

Send resume to: Rev. James M. Monaco
St. Katharine Drexel Parish
118 Schiller Street
Buffalo, NY 14206-1499
E-mail: jclark1123@roadrunner.com

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 7-8 Full-Time:

Job Title of Open Position: Bookkeeper

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

Employer: St. Katharine Drexel Parish Department _____

Location Address: 118 Schiller Street, Buffalo, NY 14206-1499

Employer website: stkatharinedrexel.net

Brief Job Description

Bookkeeping, maintain payroll and personnel files as well as vendor records, ensure parish fiscal responsibility including accuracy and consistency of data, develop and maintain annual budget, prepare diocesan and parish bingo reports, ensure compliance with regulations and diocesan policies.

Qualifications: Required Education/Experience

- Associate's degree in business or bookkeeping
- Minimum: 1 year of bookkeeping experience

Desired Skills

- Knowledge of basic accounting principles
- Ability to use computer software programs; ability to learn custom software (PDS familiarity a plus)
- Ability to meet deadlines
- Ability to maintain confidentiality

E.O.E.

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