

Job Posting Form

Date Posted: 2/5/2021

Send resume and
cover letter to: Lynn.baker@roadrunner.com

Type of Employment: Part-time, 19 hrs. /wk.

Job Title of Open Position: Parish Bookkeeper/Cemeterian

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

Employer: Saints Peter & Paul RC Church Department

Location Address: 17 Grove St. Williamsville, NY 14221

Employer website: www.ssppchurch.com

Brief Job Description

We are looking for a skilled, part-time Bookkeeper to support and maintain the day to day fiscal and operational services of the parish and school.

Responsibilities

- Daily postings and journal entries
- Reconciliation of liability accounts
- Month end reconciliations
- Creation and analysis of various financial reports in a timely manner
- 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
- Occasional duties will include processing and recording of accounts payables and receivables

Required Education/Experience

- High school degree or GED is required; College degree is strongly preferred
- Minimum three (3) years of successful office experience is strongly preferred; will consider less years of experience with an Associate's or Bachelor's Degree
- Solid understanding of basic accounts payable/receivable principles
- Background in fiscal operations of a church highly beneficial
- Knowledge and experience in cemetery operations is preferred
- Strong PC experience (MS Word, Excel, and Publisher); PDS experience a plus

E.O.E.

How to Apply: Email as above

