

Job Posting Form

Date Posted: March 22, 2021

Send resume to: Stmartindeporresbuffalo@gmail.com

Type of Employment: Summer: Part-Time: x If part-time, # of hours per week 5 Full-Time:

Job Title of Open Position: Church Bookkeeper

Salary: Commensurate upon experience/education Salary will be: x 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 Parish Data System (PDS) Must work closely with Parish Finance and Development Council. Duties include the creation and analysis of various financial reports.

Qualifications

- High school degree or GED required
- A strong background in the fiscal operations of a Catholic Church.
- Minimum of five years of experience working as a bookkeeper and or accountant

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
- Bank Accounts Reconciliations
- Manage payables and receivables
- Payroll

E.O.E.

How to Apply: By Mail E-Mail X Fax as above, no later than April 5, 2021

