

BOOKKEEPER/SECRETARY

St. Francis & St. Mary Parish, Brussels, currently seeking a versatile, highly motivated **BOOKKEEPER/SECRETARY** to join the parish staff.

Job Description: The Bookkeeper/Secretary is involved in all aspects of the day-to-day accounting functions, deposits, accounts payable, general ledger of the parish, and will be actively involved in the month end closing process by preparing journal entries, account reconciliations, and budget to actual comparisons. In addition, the bookkeeper will generate and analyze financial reports to be used by the parish leader and finance council and serve as a resource for their questions. Also, completion of bi-monthly payroll and filing of all reports and tax liabilities is required. The role also requires the secretary to answer the telephone and to direct mail. A successful candidate will demonstrate the ability to meet deadlines while providing accurate work.

Qualifications:

- Associate degree in accounting or business required. Or, two to three years of related experience and/or training, or equivalent combination of education and experience required
- Experience with QuickBooks accounting software
- Microsoft Office and Excel skills required
- Good verbal and written communication skills
- Required training for use of ParishSoft software will be provided
- Demonstration of organizational and time management skills
- Willingness to learn/update databases required for Offertory program
- Update parish website using OSV platform

Those interested in this position, please send your resume and cover letter to: ldspude75@gmail.com. Or call Lee at 920-493-3735.

These statements are intended to describe the general nature and level of work performed by employees assigned to this job classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.