

Parish Bookkeeper/ Accountant – Rosary Cathedral, Toledo Part time

Reporting to the both the parish Pastor and the parish Manager, this position is responsible for the management and control of the financial aspects of Rosary Cathedral Parish. Responsibilities include general bookkeeping, financial data input, management of accounts payables and receivables, bank reconciliations, preparations of weekly bank deposits, monthly financial reports, timely and accurate filing of all necessary reports with the diocese, government and other agencies. Lead the annual budget process. Prepare materials for and attend parish Finance Council meeting. Familiar with the use of Parish Soft and Quickbooks along with the Diocesan VPN and Shelby accounting systems is preferred. Must be competent with Microsoft Excel and comfortable with other office software.

Confidentiality is a must along with a high level of attention to detail, quality, accuracy and efficiency. Good communication skills, working with the parish staff, finance council members and parish membership. Possess organizational and interpersonal skills including tact, courtesy and diplomacy.

Hours are negotiable. Evening hours will be required when there is a Finance Council meeting (once a month). Salary is negotiable. Practicing Catholic and membership in a Catholic faith community is preferred. Must successfully pass background check and all requirements of the Program for Child and Youth Protection and maintain a satisfactory background check throughout employment.

Submission of interest by letter and resume to Tim Westfall, Parish Manager at admin@rosarycathedral.org