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# Saint John the Baptist/Sacred Heart Parishes

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## Employment Opportunity

**Date:** December 11, 2017

**Deadline:** December 29, 2017

**Parishes:** Saint John the Baptist/Sacred Heart

**Status:** Temporary - 24 hours/week

**Position:** Bookkeeper

**Practicing Catholic:** Preferred


**Qualifications for the position:** The parish communities of Saint John the Baptist/Sacred Heart is seeking a temporary Bookkeeper but with the possibility of the position becoming permanent. Under the direct supervision of the Pastor, the individual will be responsible for performing various duties in the area of cash disbursements and cash receipts, including the automated capture, repair and processing of checks and other transit items, miscellaneous balancing and processing duties pertinent to a batch transaction environment. Duties include, but not limited to, the following:

- Maintain the Accounts Payable for all entities of the parish. Reconcile all bank/PAF accounts.
- Enter data into the Parish census database for contributions, payments, and annual pledges.
- Account codes and data - enter deposits and journal entries, posting approved entries to General Ledger; maintain various Excel data base sub ledgers.
- Process payroll for designated entities, including withholding payroll taxes and filing of related quarterly and annual tax forms.
- Assist the Pastor in preparation of the annual budget/financial reports.
- Deposit checks as needed using Electronic Deposit Transfer; deposit cash at bank.

**Qualifications for the position:** The ideal candidate must be self-motivated to complete the responsibilities of the job with minimum supervision; ability to multi-task and establish priorities; ability to maintain flexible attitude and approach towards assignments and successfully operate under appropriate guidelines; ability to read and comprehend simple instructions, write short correspondence, and memos; ability to effectively communicate with staff, parishioners, and other visitors to the parish; ability to exercise discreet judgment in maintaining all information highly confidential; ability to be flexible but meet deadlines when required; establish good organizational skills and priorities; exhibit initiative and responsibility. To perform this job successfully, an individual should have knowledge of MS Office (Word, Excel, and Outlook) and QuickBooks systems.

**Education/Experience:** A college degree is preferred with a degree in a related field or comparable bookkeeping experience. 2 years of previous accounting experience is required or equivalent combination of education and experience is required.

Offer of position is contingent upon successful completion of a mandatory background screening and the VIRTUS "Protecting God's Children" program. Salary is commensurate with education and experience. Benefits are according to Diocesan policy.



Send cover letter, resume, and references by Friday, December 29, 2017 to:

Father Robert Kitsmiller, Pastor  
[rkitsmiller@columbuscatholic.org](mailto:rkitsmiller@columbuscatholic.org)