

Bookkeeper Position

Summary of the Position: The Parish of St. Joseph in Dover, Ohio is seeking a qualified individual to fill the position of Bookkeeper. This position will be responsible for creating payments for approved invoices; processing, payroll, incoming cash and electronic receipts; and managing accounts receivable for various parish billings. Prepares budgets and financial reports by collecting, analyzing, and summarizing account information and trends. Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising pastor on needed actions.

Qualifications for the position: The ideal applicant must possess a high school diploma; finance courses or accounting degree is preferred; proficient knowledge in Microsoft Office and of financial systems—QuickBooks, general ledger, A/R, A/P is required. The ideal applicant must also possess a minimum of 2 years of experience with invoice and cash receipts processing; and be highly organized and possess an eye for detail.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” program.

Send resume and references by Monday, May 7, 2018 to:

Fr. Jimmy Hatfield
C/o St. Joseph Church
613 N. Tuscarawas Ave.
Dover, OH 44622
stjosephchurch@roadrunner.com