

St. Margaret Mary Parish, Naperville, IL

Position: Bookkeeper

Work Schedule Status:

Part-Time, Nonexempt
25-29 hours a week

Reports to: Business Manager

Job Purpose: The bookkeeper provides day-to-day financial support services including accounts payable, payroll processing, and bank deposits, parishioner contribution records, and providing occasional general office support. The bookkeeper assists and partners with the business manager in managing the financial and human resources processes of St. Margaret Mary Parish.

I. Essential Duties:

A. Support the Parish

- Understands and supports mission and purpose of the parish
- Assists in the management of payroll, pension payments, and other human resources functions
- Inputs weekly offertory and prepares year-end parishioner tax statements
- Prepares collection reports for bulletin

B. Accounting Functions

- Processes accounts payable and check disbursements for church operations
- Works with staff and volunteers to verify receipt of goods and accuracy of financial information
- Works with vendors to ensure accuracy of invoices paid
- Communicates with diocesan staff regarding parish accounts, special collections, and pensions
- Records all financial transactions for church and prepares journal entries
- Closes financial records and audit at year-end and processes 1099's & 1096's

C. Other Responsibilities

- Collaborates with preparation of events and other tasks as assigned by the Pastor and Business Manager
- Must support the mission, philosophy, objectives and policies of St. Margaret Mary Parish and the Diocese of Joliet
- Additional duties and responsibilities may apply

II. Education/Qualifications:

- High school diploma or equivalent
- Previous bookkeeping experience required
- College Degree or college coursework preferred
- Experience using accounting software, payroll, Excel & Word highly preferred and Google Docs
- Ability to learn new software related to financial processes
- Ability to handle phone calls promptly and courteously
- Ability to maintain strict confidentiality
- Ability to work independently with responsibility

To apply, send resume to sbarcel@smmp.com.