

## **Bookkeeper – Christ the Servant Parish, Woodridge, IL**

**Job title** Bookkeeper  
**Hours** Part-time, not benefitted (approximately 10 hours per week)  
**Parish** Christ the Servant Catholic Church  
8700 Havens Drive  
Woodridge IL 60517

### **Start a Great Career with a Great Purpose!**

Christ the Servant is a welcoming, sharing faith family. We are a smaller parish with large hearts and a desire to share our faith. We are committed to the future of the Catholic faith through an excellent Religious Formation program, outreach to our neighbors in need, and responsible stewardship of time, talent and treasure.

### **In this role, You will**

- Perform bookkeeping functions and reporting, including budget preparation and meetings (Includes bill-paying, bank reconciliation, manage pension and any 403(b) payments, payroll and related reporting, annual budget preparation in cooperation with Commissions, annual budget and Fiscal Year report to diocese)
- Assure *Virtus* compliance for employees and volunteers
- Participate in Finance Commission
- Other duties as needs arise

### **Required**

- Excellent knowledge of accounting principles and internal control
- Ability to maintain confidentiality
- Effective communication skills and the ability to work and partner with others
- Ability to multi-task, work independently, and prioritize
- Welcoming, friendly attitude necessary
- Experience with Microsoft Office, Publisher, and ParishSoft (or QuickBooks)
- Experience with payroll systems (Paylocity preferred)
- Must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet

### **Preferred**

- Previous experience in multiple ministries of the Catholic Church

To apply for this position, submit cover letter and resume to [FrBob@ctswoodridge.org](mailto:FrBob@ctswoodridge.org).