



St. Anthony of Padua
CATHOLIC CHURCH

Bookkeeper

Summary:

St. Anthony of Padua Catholic Church in The Woodlands, TX of the Archdiocese of Galveston-Houston is seeking an experienced and professional Bookkeeper. This full time position will develop, implement and maintain systems for collecting, analyzing, verifying, and reporting accurate financial information. This position reports to the Director of Parish Administration.

Key Responsibilities:

- Achieves accounting operational objectives by:
 - Contributing accounting information and recommendations to strategic plans and reviews
- Meets accounting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; preparing special reports.
- Maintain a chart of accounts for the parish and departments.
- Guides other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues.
- Maintains financial security by establishing parish-specific internal controls and enforcing Archdiocesan controls.
- Protects parish's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
 - Attends Finance Council meetings and prepare and distribute monthly financial reports

Skills and Qualifications:

Bachelor's Degree in Accounting or Finance Preferred, Developing Budgets, Tracking Budget Expenses, Highly organized; Willing to Learn ConnectNow (Accounting Software), PushPay (Parish Management and Giving Software) and ADP Payroll Processing.

Please Send Resume & Cover Letter to Barbara Beale at employment@ap.church