

## **Parish Bookkeeper – St. John of God, S.F. Inner Sunset**

St. John of God is looking for a part-time Parish Bookkeeper who is self-motivated and self-directed with accounting/bookkeeper skills. Job duties will include: maintain records for general ledger; process ADP payroll; process check payments; maintain current information on all funds; generate various financial reports. Required are excellent communication skills; general computer knowledge; experience with Quik Books (on-line); ability to organize and prioritize tasks. Please send resumes to Fr. Narcis Kabipi: [akabipi@yahoo.com](mailto:akabipi@yahoo.com)

All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.