

ST. ROSE OF LIMA CATHOLIC CHURCH

Part – Time Bookkeeper

St. Rose of Lima Church, located in Murfreesboro, TN, is a growing parish with a talented and energetic staff serving approximately 2,500 families. We are seeking a Bookkeeper. This position is part-time with a regular schedule Monday through Friday, working 20 hours per week.

Primary functions are to oversee the accounts payable entry, disbursements, data entry and filing of cash receipts, creation and maintenance of all inventory, fixed assets and depreciation, all contract and loan maintenance, petty cash reconciliation, and annual functions for accounts payable including 1099s and preparation of records for audit.

QUALIFICATIONS

1. High School diploma or equivalent
2. 3-5 years of bookkeeping experience
3. Prior experience working in a parish/diocese, government, or non-profit helpful

OTHER SKILLS REQUIRED

1. Ability to maintain confidentiality
2. Knowledge of Diocesan norms and Canon Law fiscal policies helpful
3. Excellent interpersonal skills for interacting with pastor, staff, volunteers, and parishioners
4. Self-motivated, trustworthy steward of parish resources
5. Ability to multi-task, prioritize, and organize while performing accurate, detailed work
6. Ability to manage details and files related to all aspects of parish finance.
7. Prefer candidate with experience using Parish Data Systems
8. Successful completion of parish Safe Environment program
9. Typing/keyboarding skills of at least 50 wpm
10. Proficiency in the use of computers including internet, email, and Microsoft Office products & Google Documents

Competitive rate based upon qualifications and experience. Please email resume with cover letter to Kimberly Smith at: ksmith@saintrose.org.

Posting date: April 5, 2019

Resumes will be accepted until the position is filled.