

ST. PHILIP CATHOLIC CHURCH

Accounts Payable/Payroll and Project Analyst

St. Philip Catholic Church, located in historic downtown Franklin, TN, about 20 miles south of Nashville, is a well-established parish of over 1,500 families with a talented and energetic staff.

We are seeking candidates for this part-time position (24 hours/week). Primary duties include maintaining general ledger and subsidiary ledgers; processing payroll and accounts payable; and performing other types of accounts analysis work and reports, utilizing accounting, ledger, and payroll computer programs. Also, provides analyses and process reviews for various parish processes and projects. The successful candidate will also perform as Accounts Receivable and Project Analyst on a rotating basis, and serve as back up to the Coordinator of Financial Services. This position reports to the Director of Administration. Work schedule is flexible between the hours of 9:30am and 5:00pm Monday through Friday.

Education/Experience

- Associates in Accounting. Bachelor's degree in Accounting preferred.
- Five years of Accounting/Bookkeeping experience.
- Familiarity with payroll and benefits requirements and reporting.
- Experience in the preparation of non-profit financial statements is preferred.
- Experience with financial accounting programs including G/L, A/P & A/R.

Other Skills or Requirements

- Computational aptitude and attention to detail and accuracy.
- Knowledge of work contracts and purchasing guidelines is a plus.
- Experience using office machines such as computer, calculator, copier, etc.
- Ability to maintain confidentiality.
- Strong organizational and time management skills with ability to multi-task.
- Good verbal, written, telephone and interpersonal skills.
- Ability to work with a variety of people.
- Self-motivated with willingness to work under minimal direction and supervision.
- Knowledge of and appreciation for the Catholic Church.
- Required proficiency with Microsoft Excel, Word and the ability to use the imbedded Microsoft product tools/functions to extract and manipulate data.

Competitive salary based upon qualifications and experience with excellent benefits package. All candidates must satisfactorily complete a criminal background screen and comply with Diocesan Safe Environment policies. **Email** resume to: employment@stphilipfranklin.com . **No phone calls please.**

POSTING DATE: 4/5/2019

DATE AVAILABLE: As soon as possible