

ACCOUNTING SPECIALIST

St. John the Evangelist Parish is seeking a part time Accounting Specialist to handle all bookkeeping, A/R, A/P, payroll and monthly reporting. The Accounting Specialist will ensure that correct and up to date information is available for decision making by the Pastor, Finance Council and Leadership Team. This person will also work closely with the school Office Manager in ensuring that all school accounting information is accurate and reported in the parish system.

Other responsibilities include:

- Assisting in the preparation of annual budgets and ensuring that monthly budget vs. actual reports are generated and shared throughout the organization
- Preparing all payroll, including processing of W2s, checks, notations and documentation in QuickBooks and other software
- Completing and sending required reports and forms to the diocese, Town of St. John, state and federal governments for payroll, benefits, social security, retirement, taxes and other legally required reporting
- Reconciling all bank accounts for the parish and school accounts.
- Maintaining all funds and cash accounts
- Ensuring an inventory of all office supplies and initiating orders as appropriate
- Acting as financial / accounting liaison for Parish special events and groups such as Fest, Spring Fling, Oktoberfest, HSA, Men's Club, etc.

Requirements for this position include **strong** knowledge of and experience with A/R, A/P and financial reporting. Candidates **MUST** have considerable experience with QuickBooks. Highly developed administrative and organizational skills are also key to success in this position. College level courses or degrees in Accounting are preferred.

St. John the Evangelist Parish is a dynamic parish, located in St. John, Indiana, just 40 minutes outside of Chicago. We are a large, active and growing parish focused on evangelization. Interested and qualified persons should send resumes to Kris Ziegelhofer, HR Coordinator.