

St. Patrick Parish – Part Time Bookkeeper

St. Patrick Parish, located in Chesterton, IN is a vibrant Catholic Community searching for a capable part time Bookkeeper. This position is responsible for processing payroll, AP/AR, financial reporting and preparing monthly, quarterly and year-end reports. The successful candidate will also prepare and pay federal and state taxes and is responsible for file management. A College graduate or its equivalent experience is required. Major in Business Administration, Accounting or Finance preferred. Five to ten years' experience in business or management preferred. Computer skills and knowledge of accounting required, including Quickbooks. Microsoft Word, Excel and basic computer skills required. Knowledge and understanding of the Catholic Church and its mission required.

Interested applicants may apply by sending a resume to: Reverend Jon Plavcan, 638 N. Calumet Road, Chesterton, IN 46304 or email