

# PARISH PART TIME ACCOUNTANT

St. Thomas More Parish

The Parish Part Time Accountant will be responsible for tuition billing, accounts payable and purchasing. The ideal candidate is an experienced person who has the skills necessary to prepare, interpret and utilize financial reports and computerized databases, provide outstanding service, is analytical, collaborative and can work multiple areas/projects at the same time.

## Primary Responsibilities

- Processes and reconciles all tuition billing in the FACTS system.
- Deposits checks electronically.
- Creates deposits for miscellaneous receipts.
- Investigates order requests and prepares purchase orders for approval.
- Processes accounts payable and creates checks as needed.
- Assists ministry chairpersons with their accounting questions and needs.
- Periodically covers lunch for the Parish Office Administrative Assistant.
- Creates various reports and reconciliations as needed.
- Performs other duties as assigned.

## Demonstrated Competencies Required

- Committed to the mission and values of St. Thomas More Parish and of the Catholic Church.
- Numerical aptitude and effective analytical and problem-solving skills with an attention to detail.
- Must be able to maintain strict confidentiality at all times.
- Friendly with excellent people skills.
- Ability to communicate effectively in oral and written form.
- Professional temperament and appearance.
- Able to prioritize and handle multiple tasks.
- Proficient computer skills needed.

## Minimum Qualifications

- Practicing Catholic.
- Working knowledge of office equipment, like printers and fax machines.
- Proficiency in MS Office (MS Publisher, MS Word, MS Excel, MS Outlook, and MS PowerPoint)
- Experience using a database or accounting software. Parish Data System, RenWeb, FACTS and/or QuickBooks experience a plus.
- Strong organizational skills with the ability to multi-task and prioritize work.
- High School degree.
- Minimum of five years of relevant experience in an accounting position.

Please submit a cover letter and resume to: [jobopenings@stm-church.com](mailto:jobopenings@stm-church.com).