PT Bookkeeper – St. Marianne Cope Parish in Henrietta is seeking a part time Bookkeeper for 28-30 hours per week to provide bookkeeping services for the parish under the direct supervision of the Finance Director.

**JOB DUTIES:**

1. Assures the maintenance of the financial bookkeeping system for the parish. This is accomplished by accurate and current input of deposits, online giving contributions and accounts payable invoices.
2. Assures the completion of a weekly check run, staying current with all invoices due, and maintain all paperwork in organized files.
3. Assures all contributions to the parish are accounted for in an accurate and timely manner.
4. Coordinates volunteers for money-counting and record-keeping. This is accomplished by recruiting, screening, training, supporting, and overseeing the work of volunteers for these tasks.
5. Responsible for the timely acquisition of all Certificates of Insurance, Hold Harmless and W-9 documents, as well as keeping current with renewals of vendor documents on an ongoing basis; and maintaining these documents in an organized manner. Works in collaboration with the Maintenance Coordinator.
6. Maintains a level of expertise in the accounting/bookkeeping profession. This is accomplished by participating in diocesan-sponsored training, and/or attendance at workshops and classes.
7. Attends bi-weekly staff meetings and other staff retreats or events as required by the Pastoral Administrator.
8. Serves as staff liaison to the Finance Council when needed.
9. Serves as a back up to the Finance Director when needed.
10. Other duties as assigned by Finance Director.

**NECESSARY QUALIFICATIONS:**

1. Active member of a Roman Catholic parish faith community, or knowledge of and willingness to function in a manner consistent with the mission of the Catholic Church.
2. Proficiency in Microsoft Office Applications and Computer Accounting Program(s).
3. Ability to set priorities and organize work effectively and efficiently, while maintaining a strong attention to detail.
4. Ability to produce accurate and current parish financial data as requested by the PA or Finance Director.
5. Ability to interact and work with volunteers of various ages and skill levels in a professional and kind manner.
6. Ability to honor and maintain confidentiality.
7. College courses in accounting. Degree preferred, but work related experience will be considered (Experience as a bookkeeper is desired).

Interested applicants can mail or email their resume to:

Vicki Carpino

Finance Director

3318 E Henrietta Rd

Henrietta, NY 14467

victoria.carpino@dor.org