

CHRIST THE KING CATHOLIC CHURCH

BOOKKEEPER

Christ the King Catholic Church is searching for a candidate to serve the parish and school in accounting. This part-time position will require 20-25 hours per week, with compensation reflecting the candidate's level of competence and education. The ideal candidate will be competent in Quickbooks and Microsoft Office, have the ability to oversee the administration of employee benefits, and have the bearing of a servant leader in dealing with parish employees, parishioners, and school families.

JOB RESPONSIBILITIES

Essential Functions and Major Responsibilities

Note: The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. Essential functions must be performed by the individual in the position, with or without reasonable accommodations. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.

1. Enter all invoices received, process checks, submit to the appropriate personnel for signature, and prepare for mailing
2. Process payroll on a bi-weekly basis
3. Monitor HR responsibilities for employees, including benefits
4. Participate in ongoing Archdiocesan HR training
5. Record tuition payments to families' accounts as payments when payments are received by school or church office
6. Reconcile school tuition income with parish books, and process deposits for payments received from school
7. Process bills and invoice tenants on church property for shared expenses
8. Prepare monthly financial reports and prepare yearly budget draft for review by the pastor and parish finance councils
9. Issue IRS reporting paperwork for church employees and independent contractors
10. Prepare semi-annual parish reports and EOY church reports for the Archdiocese
11. Prepare for and cooperate with the Archdiocesan auditor for the tri-annual audit process, and oversee compliance with all Archdiocesan financial controls
12. Collaborate with the bookkeeper at Blessed Sacrament for accounting needs
13. Complete annual updates provided by Archdiocesan staff
14. Maintain strict confidentiality of financial data at all times
15. Back up digital financial information regularly
16. Perform other necessary and related work as may be assigned

Other Duties

1. Assist receptionist as needed
2. Serve as a point of contact for maintenance needs on campus: contacting technicians for service and repair, or communicating needs to existing volunteers
3. Stay up to date on Virtus training on a monthly basis

SKILLS NEEDED

1. Quickbooks
2. Microsoft Office Suite
3. Microsoft OneDrive/Google Drive (Cloud storage and sharing)
4. Strong interpersonal skills and a team attitude

ACCOUNTABILITY

Reports to: Pastor of Christ the King Parish

WORKING ENVIRONMENT

20 hours per week on site, not including training and associated activities as mandated by Human Resources at the Archdiocese. The bookkeeper is provided with shared office space in the Christ the King rectory, a desk phone, and the required computer software and hardware for accounting work.

EMPLOYEE TYPE

Hourly, non-exempt

PHYSICAL DEMANDS

The bookkeeper is only required to be capable of obtaining and organizing office supplies, requiring less than ten pounds lifting.

COMPENSATION

The hourly wage will reflect experience and education level.

To apply, please send a cover letter and resume to:

Father Nick Blaha
revnb@pm.me

Or mail to:

Christ the King Catholic Church
attn: Father Nick Blaha
3024 N. 53rd Street
Kansas City, KS 66104

For further questions, contact Father Blaha at (913) 287-8823.