

Saints Adalbert and Hedwig Parish wishes to hire a part-time parish bookkeeper.

This person will perform all bookkeeping duties to ensure proper maintenance of accounting records, processing of receivables, payables, and payroll; preparation of routine and special accounting reports. He or she will attend parish council meetings to keep members informed of the parish's financial status. He or she will be familiar with ParishSoft and Quicken, or able to learn quickly. He or she will maintain all records necessary for a financial audit. He or she will prepare and transmit all reports required by the diocese or a governmental authority, maintain contribution records, and mail records to parishioners upon request. He or she will possess at least an associate's degree in accounting, or have equivalent experience.

He or she will be expected to receive visitors in a friendly and welcoming manner, and to keep confidential whatever he/she is told by the pastor, other staff member, or visitor to the office. Must maintain a high level of attention to quality, detail, accuracy, and efficiency. Must have good communication skills with the pastor and parish or office assistant, keeping them apprised of work projects. Must have the ability and experience to work in a respectful team environment with other parish personnel. Requires above average communication skills including verbal, written, and listening. Possesses organizational and interpersonal skills including tact, courtesy, and diplomacy. Must successfully pass the required background check and all requirements of the Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.

He or she must be present in the office on Monday morning (or on the morning after a holiday weekend) when volunteers are counting the collection; otherwise, hours are negotiable. Some weekend or evening hours may be required when the parish is engaged in a fund-raising activity. Salary is negotiable. Practicing Catholic and membership in a Catholic faith community is preferred.

The applicant must be able to move about the office, to lift or move twenty pounds, and to see and communicate clearly. If the applicant has disabilities, the employer will endeavor to provide reasonable accommodations. Please submit a résumé and references to Rev. Thomas Extejt at 3233 Lagrange Street, Toledo OH 43608, or to tjextejt@bex.net.