

Position Available: Part-Time Bookkeeper/Parish Office Front Desk

Parish: Sacred Heart Catholic Church

Contact Person: Brenda Sais – 505-306-9177 bsais.sacredheartnm@gmail.com

Job Description and Requirements -

Primary Functions of Bookkeeper:

- Provides day to day bookkeeping services to the parish
- Prepares payroll
- Prepares vouchers including coding and payment of outstanding invoices
- Processes A/R and A/P requests including check preparation
- Prepares financial statements requested
- Assists Father and Finance Council at meetings

Requirements of Bookkeeper:

- Must have bookkeeping skills
- Must have knowledge of and skill in computers
- Must have organizational skills
- Must have ability to meet deadlines
- Must have ability to maintain confidentiality
- Must have ability to perform outlined tasks
- Three to five years' experience in bookkeeping
- Previous training or applicable experience

Primary Functions of Parish Office Front Desk:

- 1st point of contact – assist parishioners in any way possible
- Distribute incoming mail
- Answer phone and take accurate and legible messages
- Assist with weekly bulletin
- Maintain parish calendar (google and hard copy)
- Enter weekly parishioner envelope contributions into system
- Help prepare announcements for weekend Masses
- Record and update all sacramental records (funerals, marriages, baptisms, etc.)
- Prepare tamper proof bags for weekend collection and log into book
- Assist office staff during funeral Masses
- Order office and Church supplies when needed
- Keep registration forms updated and enter new registration forms for new parishioners

Requirements of Parish Office Front Desk:

- Must enjoy working with people
- Must have excellent verbal and written communication skills
- Must adhere to timely and consistent attendance
- Must have an understanding of the importance of confidentiality of church records and conversations
- Must have the ability to work collaboratively with pastor and parish staff members
- Preferably has worked in a Catholic Church Parish Office setting in the past