

St Peter's Church Vergennes, VT --Bookkeeper

The bookkeeper provides financial support services including accounts payable, payroll processing, recording and reconciling general ledgers, and providing general office support. The ideal candidate will be organized, detail-oriented, and possess excellent communication skills.

Specific Responsibilities:

- Provide bookkeeping and payroll services for the parish.
- Check invoices for accuracy; prepare and mail checks.
- Preparing and filing payroll.
- Calculate and maintain accurate balances in checking accounts.
- Set up and maintain accounting records and files.
- Gather and calculate data: prepare regular financial reports for use by the parish & diocese.
- Type a variety of bookkeeping related routine correspondence, schedules, forms, and lists.
- Data entry of all accounting and financial contributions.
- Keep open lines of communication with other members of the pastoral staff/parish staff.
- Perform monthly bank reconciliations.
- Work with the Finance Office within the diocese.
- Gather and review information for 1099's and W2's.
- Set up and maintain all employee files.
- Assist personnel in filing benefits, (e.g. retirement, insurance).
- Research various means of Parish efficiency in spending (e.g., phone, supplies, etc).
- Other duties as assigned.

Qualification/Skills

- Is accountable for parish funds and responsible for meeting deadlines for bill payments and payroll tax payments to avoid penalties and fees.
- Knowledge of basic accounting principles.
- Willingness to learn about the Diocese of Burlington accounting practices.
- Ability to use various computer software programs (QuickBooks, Microsoft Office products), ability to learn diocese church software.
- Ability to maintain confidentiality

Education and/or Experience

- Experience in helping to manage the workflow of a busy office preferred.
- Previous training in or applicable experience using computer hardware and software.

- Three to five (3-5) years of experience in bookkeeping.
- Three to five (3-5) years in an office setting working with the public

Physical Demands

- The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position offers opportunities for professional growth and a dynamic work environment. If you meet the requirements and are ready to take on this rewarding role, we encourage you to apply.

Job Type: Part-time

Expected Hours: 15-18 hours per week.

N.B. St. Mary's Parish in Middlebury is currently looking for a parish secretary with similar hours offered. The job description is different as they are looking for a secretary, not a bookkeeper. However, there is a possibility for the right candidate of combining these positions into a full-time job, working two days in Vergennes and two to three days in Middlebury. Please see their job description and consider whether you might be a good fit for both parishes.

Experience:

- Microsoft Office products
- QuickBooks
- General Bookkeeping

If you are interested, email Fr. Marchand smarchand@vermontcatholic.org or call the Rectory @ 802-877-2367.

For more information on the position at St Mary's, email Fr Schneider at bschneider@vermontcatholic.org or call the St Mary's office @ 802-388-2943.