



Diocese of Laredo
Job Announcement

Posting Date: June 7, 2022

Application Deadline: Until Filled

Position: Office Assistant/Bookkeeper	FLSA Status: Non-Exempt
<i>Minimum Requirements:</i> High School Diploma or equivalency with some college courses in bookkeeping and/or accounting, preferred. Strong command of QuickBooks. Knowledge of financial and accounting system. Experience in payroll procedures and preparing reports. Two years of work experience in bookkeeping or accounting. Experience in Office assistant/secretarial work, with knowledge in the use of Microsoft Office. Knowledge of computer and office equipment use.	
Start Date: Immediate	Location: Immaculate Conception Church - Asherton
Position Status: Part-Time (20 hours per week)	Work Schedule: Mon-Fri., and as needed

Position Summary:

The bookkeeping duties include utilizing QuickBooks as the approved computerized record keeping system, preparing payroll, accounts payable, accounts receivable, processing of payroll liabilities, preparing reports and reporting financial records to the Pastor and the diocese as necessary. Perform office assistant duties to include answering phone, greeting visitors and keeping records. Performs other duties as assigned.

Essential Duties, Functions and Responsibilities:

- Process payroll according to published schedule.
- Maintains QuickBooks and ensures effectiveness of information.
- Performs monthly reconciliations.
- Process accounts payable and accounts receivable on a timely basis.
- Prepares 941 reports and submits reports to IRS on a timely basis.
- Ensures that payroll liabilities are processed and paid timely.
- Maintains accurate records of employee leave balances.
- Assists with parish audits.
- Prepare parochial collections/deposits.
- Assist in the preparation and reporting of the annual budget.
- Process time sheets and employee requests for leave.
- Perform general office assistant duties.

Additional Requirements- Skills, Certifications, and Licenses

- Maintain a valid Texas Driver License and evidence of state required vehicle insurance.
- Knowledge of Generally Accepted Accounting Principles.
- Demonstrated ability to communicate effectively, both in written form and orally in Spanish and English.
- Ability to operate business office equipment and perform multiple assignments.

RESUMES ARE NOT ACCEPTED. EMPLOYMENT APPLICATION IS REQUIRED FOR CONSIDERATION.

For Employment Application, visit <https://www.dioceseoflaredo.org/employment-opportunities>

For additional information, please contact:

Office of Human Resources
Diocese of Laredo
1901 Corpus Christi St.
Laredo, Texas 78043
(956) 764-7867

Benefits: Part-time employees are eligible for limited benefits, upon completion of applicable waiting period. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

We are the Diocese of Laredo!

The diocese reserves the right to revise, rescind or extend this job announcement