



Posting Date: November 02, 2023

**Application Deadline: Until Filled**

<b>Position:</b> Bookkeeper	<b>FLSA Classification:</b> Non-Exempt
<b>MINIMUM REQUIREMENT:</b> Shall have a minimum of two (2) years of experience in accounting with a preferred concentration in the non-profit sector. Ability to work with a diverse group of people. Shall be able to move, lift, and carry up to 15 pounds, bend, stoop, stand and move frequently, and requires vision and hearing abilities. Must be able to work in varying temperature and environment. Must be able to read and speak English and Spanish, be able to use good judgement and use critical thinking.	
<b>Start Date:</b> Immediate	<b>Location:</b> Catholic Charities of Laredo
<b>Position Status:</b> Full-Time, 40 hours	<b>Work Schedule:</b> Mon- Friday 8 am– 5pm and weekends, flexible hours

**Position Summary:** The bookkeeper position will be responsible to assure all accounting documentation is prepared and adheres to Diocesan accounting procedures. Assures that all accounting support by funding, Federal funds, and other private and public funding, is properly accounted for.

**Key Responsibilities: Essential Duties, Functions and Responsibilities:**

- Assist the accountant with the daily operation of the fiscal sector of the agency.
- Prepares documentation as related to deposits and payables as per Diocesan policies and procedures.
- Assist the accountant with monitoring of federal funds along with other funding sources.
- Maintains data to track federal funding and disbursements for other pass-through agencies.
- Assists the accountant with tracking contracts and agreements to assure compliance.
- Assists the agency with multiple projects such as fundraiser, medical mission, and other mission driven programs.
- Assists the Accountant and Executive Director with providing support documentation for grant applications and or meeting grant reporting requirements.
- Responsible for maintaining credit card transactions.
- Responsible for maintaining disbursement log.
- Responsible for scanning all documents into the system for record keeping.
- Assist the Executive Director with monitoring of employee leave, collect and submit Volunteer Packet for humanitarian shelter to HR Department.
- Other duties as assigned.

**Skills and Experience:**

- Must be familiar with MS Word, Excel, PowerPoint etc.
- Effective Computer Skills – Accounting System Accufund.
- Must be able to communicate both verbal and written.
- Planning and Organizing
- Critical thinking skills
- Teamwork Oriented
- Flexibility

**Disclaimer:** Possible exposure to communicable disease or illness.

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**Resumes are Not Accepted. Employment Application is required for consideration.**

For Employment Application, visit [www.dioceseoflaredo.org](http://www.dioceseoflaredo.org)  
For additional information, please contact:  
Office of Human Resources, Diocese of Laredo  
1901 Corpus Christi St. - Laredo, Texas 78043, (956) 764-7867

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. 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**