



Diocese of Laredo  
Job Announcement

Posting Date: January 12, 2023

Application Deadline: Until Filled

<b>Position:</b> Bookkeeper	<b>FLSA Status:</b> 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.	
<b>Start Date:</b> Immediate	<b>Location:</b> Our Lady of Refuge Church-Eagle Pass
<b>Position Status:</b> Full-Time (40-hours per week)	<b>Work Schedule:</b> 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.

**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.
- Provide support in the office as needed.

**Additional Requirements- Skills, Certifications, and Licenses**

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

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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)  
Office of Human Resources-Diocese of Laredo  
1901 Corpus Christi St.  
Laredo, Texas 78043  
(956) 727-2140

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