



Diocese of Laredo
Job Announcement

Posting Date: June 30, 2017

Application Deadline: July 14, 2017 by 5:00pm

Position: 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.	
Start Date: Immediate	Location: St. John Neumann Church
Position Status: Full-Time (40 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.

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.

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

For employment application visit www.dioceseoflaredo.org

Office of Human Resources-Diocese of Laredo

1901 Corpus Christi St.

Laredo, Texas 78043

(956) 727-2140

The diocese offers a retirement plan, medical, dental and life insurance, upon completion of waiting period. Full-time employment includes vacation leave, personal days, sick leave, holidays and holy days, in accordance with policy. Join a team of dedicated, service-oriented employees who promote faithfulness, respect, joy and unity in a faith-filled environment.

We are the Diocese of Laredo!

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