



Parish Bookkeeper

Our Church: St. Malachy Catholic Church is located in Brownsburg, Indiana. We have a thriving community of over 2,000 families and 7,000 members. Our mission can be identified by C.L.O.V.E.R., **C**onfession, **L**ife, **O**ur Lady, **V**ocations, **E**ucharist, and **R**evealed Word. This simple acronym, through Jesus, is the source for all ministries, activities and events within the church.

Our School: On the same campus as the church, the school has a preschool program, and kindergarten through 8th grades. The school was established in 1954 and currently has over 500 students on a daily basis. Our slogan is “*Learning, Loving, and Living with Christ*”. This reminder is for students, families and staff alike. In all that we do, this is our foundation.

The Position: Responsible for providing bookkeeping services to the parish, school, and related organizations. Maintains financial bookkeeping system including accounts payable, receivable, and cash receipts. Balances accounts, ledgers, and reconciles bank statements. Prepares and maintains accurate and timely financial statements, files, and records. Reviews parishioner collection records and produces end of the year statements. All responsibilities are performed in accordance with the parish’s mission.

Requirements:

- Ability to work in an occasionally loud environment with frequent interruptions
- Physical Demands include: regularly sitting, standing, reaching, bending, stooping, and kneeling, for extended periods and walking with occasional instances of stooping, stretching, lifting 40 lbs or less.
- Occasional evening or weekend work.
- Ability to process and maintain larger volumes of documentation.
- Must be a self-starter and motivated to seek out necessary information.
- Must be able to communicate extensively and effectively with staff, parishioners, and community via telephone, email, presentations, written correspondence, and one on one conversations.
- Requires extensive use of keyboard and other administrative equipment.

To apply, please e-mail a cover letter, resume, and list of references, in confidence, to:

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