



OUR LADY OF GOOD COUNSEL CATHOLIC CHURCH

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BOOKKEEPER / BUSINESS OFFICE ASSISTANT

Our Lady of Good Counsel Catholic Church (OLGC) located in Plymouth, MI is committed to the New Evangelization. Our vision is “to offer every person in our community a life-changing encounter with Jesus.”

ROLE SUMMARY

This position is responsible for assisting the Director of Finance and Human Resources in the development of successful financial procedures and assisting the Director of Facilities and Operations in various administrative tasks.

DUTIES AND RESPONSIBILITIES

- Assist the Director of Finance and Human Resources with account balancing, report creation and filing.
- Backup for parishioner donor records and assistance with the annual contribution statements.
- Monthly review and balance school tuition, using FACTS, working with school office manager.
- Monthly gathering information to review/complete bank reconciliation.
- Prepare vendor statements for payment.
- Investigate for department managers and staff the proper general ledger numbers for vendor invoices.
- Run monthly accounting reports.
- Annual vendor insurance certificates.
- Assist with update of employee manuals and policies/procedure.
- Provide additional office support as needed.

REQUIRED SKILLS AND ABILITIES

- Must have a very good understanding of bookkeeping with experience in a catholic parish preferred. Associate Degree in Accounting a plus.
- Working knowledge of QuickBooks. Knowledge of FACTS, ParishSoft, and Sage Intacct a plus.
- Must be able to maintain strict confidentiality handling highly sensitive material.

CRITICAL QUALITIES

- The successful candidate will be enthusiastic, organized and have a quality of being accurate, with an expressed joy in the Lord. The position is full-time with some flexibility in scheduling and reports to the Director of Finance and Human Resources.

TO APPLY

Qualified candidates should submit:

- Resume
- Cover letter

Send to: jouppid@olgcp parish.net

Subject Line: Bookkeeper/Business Office Assistant (attachments in PDF format only).

Deadline: Applications will be accepted until position is filled