

Our Lady of Peace Catholic Church, North Augusta is seeking a qualified candidate as Bookkeeper for a 25-30 hour a week position. The candidate must possess a minimum accounting certificate and at least one year's experience in bookkeeping or equivalent in a similar position. This position is available immediately. The hourly rate is \$22-\$27 commensurate with experience and demonstrated ability. Applicant must be able to pass a criminal background screening and credit check.

The Parish Bookkeeper completes the role by:

- Accuracy and precision in working in accounting specific platforms for instance QuickBooks and Serenic Accounting software, Online giving Platforms, Excel, PDS (Parish Data System) etc.
- Producing and maintaining general ledger with monthly financial reports to the Pastor/Administrator, diocese, and Parish Finance Council and reporting the financial status of ongoing programs and/or new initiatives
- Managing the accounts receivable and accounts payable
- A thorough working knowledge of GAAP (Generally Accepted Accounting Principles), financial, and general business practices
- Ability to maintain strict confidentiality where required
- Collaborating with Parish Finance Council to prepare fiscal budgets for consideration and approval
- Preparing Parish financial reports for the Parish Finance Council Meetings

If you are interested in this position, please send resume to kwahl@charlestdiocese.org and cc to mhubbard45@comcast.net