Advertisement for Bookkeeper/Project Organizer Position

To Kelly Venegas

August 28, 2019

Position: Bookkeeper/Project Organizer
St. Bridget Parish
107 Main Street
Hobart, IN 46342

St. Bridget Parish is seeking a highly organized individual with good interpersonal skills to perform general accounting duties pertaining to all parish related matters. The position requires financial data gathering and compilation of same according to Diocesan policies and guidelines. This position requires subscription and compliance to all general accounting rules and standards. The individual in this position reports directly to the Pastor and the Parish Finance Committee.

Job duties include, but are not limited to: Payroll, personnel, all related taxes and insurance, Accounts Payable and Receivable, financial reports, budgeting, collaborating with maintenance in assessing all repairs requiring expenditure of funds, coordinating with contractors as needed to facilitate major maintenance work. Property inspections on state and local levels will be expedited through this position. Maintain state liquor and gaming licenses for various parish functions.

Preferably seeking someone with three to five years of bookkeeping experience and/or a background in Accounting commensurate with the essential functions of the position.

Send Résumé to: churchsecretary@stbridgethobart.org