

***The Basilica of St. Stanislaus, Chicopee
Bookkeeper Opening***

Job Title: Bookkeeper
Job Type: Part-Time, Hourly
Anticipated Hours: 16-20 hours per week, Monday – Friday
Schedule: Day shift
Work Location: Office, In person
Reports to: Finance and Administration Manager

Summary: The Bookkeeper is responsible for accounts payable and receivable management, plus payroll duties.

Responsibilities: (summary, not all inclusive)

- Maintain the Parish accounting software including Accounts Payable
- Record, track and pay Parish invoices and post Collections revenue
- Ensure payments are made on time and in full
- Maintain donation details
- Reconcile bank statements
- Event income and expense tracking and processing
- Work with Finance and Administration Manager on reporting needs
- Manage and track payroll, work with outside payroll vendor
- Any additional duties as may be assigned

Qualifications:

- Associate's Degree from an accredited college or university in accounting or business administration
- Familiarity with computer-based accounting systems; working knowledge of Microsoft Word, Excel; experience with Intacct a plus
- Good communication skills, both written and orally
- Positive attitude
- Team player; excellent interpersonal skills
- Able to give and receive direction

Experience: Bookkeeping 3+ years (Preferred)

Compensation: Based on experience and qualifications

For consideration please e-mail resume and 3 business references to:

khammond@ststansbasilica.org

or mail resume and references to:

Mr. Karl Hammond, Finance and Administration Manager, Basilica of St. Stanislaus, 40 Cyman Drive Chicopee, MA 01013