

Position Description

Position Title: Parish Bookkeeper

Reports to: Parish Priest

Conditions: We are currently seeking experienced bookkeepers to work within our parish offices. All positions are part time, approximately 10 - 15 hours per week on commencement. Working days may be flexible for suitable applicants and are to be agreed upon with the successful candidate. Currently all of our positions are based in the inner South Eastern Suburbs.

Overview

We currently have a number of opportunities to work within our Parishes which are based in the inner south eastern suburbs.

Duties will include, but not be limited to:

- Responsible for accounts payable, accounts receivable, payroll and cash flow. Bring all Parish accounts to financial statement stage.
- Manage the Parish Stewardship program
- Prepare the regular Business Activity Statements, end of financial year reports (CAM) and end of tax year reports (ATO)
- Maintain Parish records and generate reports using the data base program

Qualifications, Skills & Experience

- Bookkeeping skills essential
- Experience with using an accounting system/program
- High computer literacy; with a sound working knowledge of MS Excel, Word and website management.
- Knowledge of "Parish On Line" software would be highly regarded
- Ability to relate to a variety of people & develop sound working relationships, work with a spirit of generosity and achieve in a team environment
- Ability to work to deadlines and be attentive to detail and quality service provision
- Energetic and highly motivated with initiative and capacity to work with a minimum of supervision
- Well motivated to work for the Church and ideally possess a strong commitment to its practices and values

Other Relevant Requirements

- Working With Children Check
- Police Check (new check required)

Additional Information:

- Applications are to be sent to recruitment@cam.org.au by 20th September 2019. Please submit a covering letter along with a current resume.
- For further information contact Nandi Adams on (03) 9926 5793 or nandi.adams@cam.org.au

The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults.