



Office: (618) 397-0666
(618) 397-8531

Part-Time Parish Bookkeeper

St. Stephen Catholic Church
Caseyville, IL

St. Stephen Church is seeking a dependable, detail-oriented Parish Bookkeeper to support the financial operations of our parish. Working closely with the pastor and parish staff, this part-time professional will help maintain accurate records, provide timely financial information, and safeguard parish resources with integrity and confidentiality. This is an excellent opportunity to use your financial skills in service to the Church and its mission.

Key Responsibilities

- Maintain complete and accurate parish financial records in QuickBooks and Church Windows.
- Record collections, donations, deposits, expenses, and other financial transactions using appropriate accounts.
- Process invoices, payments, reimbursements, and accounts payable with proper approvals and documentation.
- Coordinate payroll information and maintain related records.
- Reconcile bank and credit card accounts and resolve discrepancies promptly.
- Prepare regular financial reports for the pastor and assist with information needed by parish leadership.
- Support budgeting, year-end reporting, audits or financial reviews, and required diocesan reporting.
- Maintain organized records and protect confidential employee, parishioner, donor, and financial information.
- Collaborate professionally with parish staff, vendors, parishioners, and diocesan contacts.

Qualifications

- At least two years of bookkeeping, accounting, or related financial experience.
- Working proficiency in QuickBooks; experience with Church Windows is strongly preferred.
- Experience with payroll, account reconciliation, and financial reporting preferred.
- Strong attention to detail, organization, accuracy, and follow-through.

- Sound judgment and a demonstrated commitment to confidentiality and integrity.
- Ability to work independently, manage recurring deadlines, and collaborate effectively.
- Experience in a church or nonprofit setting is a plus.
- Bilingual skills are a plus, but not required
- Associate or bachelor's degree in accounting, finance, business, or a related field is preferred; comparable experience will be considered.
- Commitment to supporting the mission and values of St. Stephen Church.

Schedule, Compensation & Benefits

- Part-time schedule: three days per week, 9:00 a.m.–2:00 p.m.
- Starting pay: \$18.00 per hour, with final compensation based on relevant skills and experience.
- Participation in 403(b) retirement plan, subject to plan eligibility and terms.

To learn more or to apply, contact:

Fr. Harold Fisher, OMI, at (618) 397-0666 or fisherharold47@gmail.com.

Please include a résumé and a brief statement of interest to fisherharold47@gmail.com.