



**POSITION TITLE: Parish Support Accountant**

**Opening Date:** 8/10/2025

**Closing Date:** When filled.

**Location of Job:** The Archdiocese of Portland Pastoral Center, and Catholic parishes and schools in the Portland metro area (potential for an additional position in the Salem or Eugene area).

**Location Address:** 2838 E Burnside St, Portland, OR 97214. Hybrid schedule may be available depending on business needs.

**Position:** Full-time (preferred) or part-time, benefit eligible (comprehensive health and disability package) with a generous paid time off plan and a 403(b) retirement plan with employer contributions.

**Position Summary:**

The Archdiocese of Portland is expanding its team to support accounting needs of the parishes and schools, primarily within the Portland metro area. This is a full-time (preferred) position which requires travel within the metro area to work on-site at local parishes and schools. The schedule may be somewhat flexible to accommodate the parish/school schedule, and there may be some opportunities to work remotely.

The ideal candidate is a good team player, who can work independently to support several parishes and/or schools. We are looking for someone who gets along well with people and can perform a variety of accounting task.

**Primary Responsibilities:**

- Handle all bookkeeping aspects of several parishes and schools on a weekly, monthly, and quarterly basis. This includes bank and credit card reconciliations, transaction coding, account analysis and journal entry preparation.
- Preparation of monthly financial statements.
- Process payroll, accounts payable and accounts receivable.

- Assist in budgeting.
- Prepare cash flow forecasting, as needed.
- Prepare 1099's and coordinate W-2 corrections with ADP, as needed.
- Fixed Assets and Depreciation.
- Internal Controls.
- Light Human Resource duties – including benefits management (health benefits, retirement benefits) and employee personnel files.

### **Minimum Qualifications:**

- 4+ years of progressive bookkeeping experience.
- Bachelor's degree with an accounting emphasis preferred. A combination of relevant experience and/or an Associate degree can be considered in lieu of a Bachelor's degree.
- CPA is a plus, not a requirement.
- Proficient in QuickBooks required (Online preferred, Desktop a plus).
- Proficient in ADP Payroll processing preferred (WorkForce Now edition a plus).
- Ability to reconcile accounts and make corrections as needed and to recommend improvements to financial reporting.
- Knowledge of fixed assets and depreciation schedules.
- Knowledge of accounting for restricted funds a plus.
- Ability to work well with Pastoral Center management and staff, as well as priests and staff at parishes and schools.
- Strong written and oral communication skills.
- Ability to identify internal control insufficiencies and make recommendations for correction.
- Ability to work independently, manage multiple priorities, meet deadlines, and remain focused on service to parishes and schools.
- Ability to travel to parishes and schools within the metro area (no overnight travel is required).
- Trustworthy and committed to the protection of confidential information.
- Experience with non-profits and/or church accounting a plus.

### **Physical Demands:**

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 15 pounds.

**Please send resume and cover letter to [hr@archdpdx.org](mailto:hr@archdpdx.org) to apply.**