



**POSITION TITLE: Parish Support Accountant - Bookkeeper**

**Opening Date:** 09/26/2025

**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 while being adept at and accustomed to working independently to support multiple parishes and schools. Must be able to be responsible for all the tasks necessary to keep the accounting accurate and up to date. We are looking for someone who gets along well with people and can solve accounting issues without a lot of hands-on supervision.

**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.
- 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.**