

Accounting Assistant

Title: Accounting Assistant

Hours: Full-time (preferred)

Reports to: Director of Finance and Stewardship

Essential Duties and Responsibilities:

The position has a ministerial character that requires levels of virtue and decency that reflect conformity with Catholic teachings regarding faith and morality. In the same way, the person is required to observe diocesan and parochial norms and practices established to protect the integrity of children, youth, and people in vulnerable situations.

Primary focus and responsibility of managing the activity of the Parish's business financial transactions and the accounting department.

Key Tasks:

- **Maintain Financial Records:** Assist in maintaining subledgers and databases that support financial statements.
- **Data Entry:** Enter financial transactions into internal subledgers/databases and ensure the accuracy and completeness of all records.
- **Reconcile Accounts:** Reconcile the book to bank reconciliations to ensure transaction data is accurate and current.
- **Support Accounting Team:** Provide support to Director of Finance and other management by preparing financial documents and reports.
- **Support Parishioners:** Provide support to parishioners as it relates to inquiries regarding donations, etc.
- **Assist with Audits:** Help prepare for internal and external audits by organizing financial documents and records.
- **Participate in Parish Office Events:** Participate in Parish Office-sponsored spiritual and professional training activities.
- **Other:** Perform related duties as assigned by the Director of Finance.

Key Skills:

- **Basic Accounting Knowledge:** Understanding of bookkeeping and accounting principles.
- **Software Proficiency:** Familiarity with accounting software (e.g., QuickBooks, Banking systems, Excel, Word, PowerPoint) and related data entry skills.
- **Attention to Detail:** Strong attention to detail to ensure accuracy in financial reporting and record-keeping.
- **Communication Skills:** Good verbal and written communication skills to interact with internal team members and external clients and vendors effectively.

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Physical Requirements:

- Employee should be able to meet the physical and mental demands of all the aforesaid key tasks, skills, and attributes.

Qualifications:

- Degree in accounting is preferred.
- 3-5 years of accounting work experience is preferred
- Must pass all state and diocesan background checks to the satisfaction of the parish in their sole discretion.
- Must be able to talk, listen, and speak clearly in all aspects of the job.
- Ability to sit for extended periods of time.
- Able to work some evenings if needed for meetings after 5:00 p.m.

How to Apply:

Interested candidates should send a cover letter and resume to Jake Halverson, Director of Finance & Stewardship, at jhalverson@ctktulsa.org.