



1347 East 49th Place, Tulsa, OK 74105
(918) 749-1423
ChurchofSaintMary.com

The Church of Saint Mary is seeking a full time Accountant. This person is responsible for daily bookkeeping, managing accounts payable and receivable, reconciling bank statements, generating financial reports, and preparing tax filings to ensure the church's financial records are accurate and compliant with regulations. Key responsibilities involve providing financial analysis, supporting budgeting and forecasting, managing payroll, enforcing internal financial controls, and collaborating with department directors to make informed business decisions. The Accountant will work closely with the parish staff, school faculty and staff, ministry leaders, service providers and others in the daily functioning of parish and school business. Experience with church and/or school finances is preferred, along with a strong knowledge of QuickBooks.

Full-time benefits include medical, dental, and vision coverage, 401(K) retirement plan, plus paid time off and paid holidays.

Candidates must have a bachelor's degree in accounting, finance, or a related field, as well as at least 5 years of relevant experience. A Certified Public Accountant (CPA) license is preferred.

For more information, please contact Jennifer Wood at the Church of Saint Mary: jwood@churchofsaintmary.com, 918-749-1423 x106.