

## **JOB OPENING**

### **Office Manager/Bookkeeper**

St. Henry in Pompano Beach has an immediate opening for an Office Manager/Bookkeeper. Bookkeeper is responsible for supporting St. Henry Church activities for the Archdiocese of Miami and its entities by providing day-to-day fiscal/financial and operation services to the Pastor and parish. Primary duties are performing duties related to bookkeeping and payroll services, entering weekly contributions, preparing reports, maintaining fiscal and other records. Also performs other parish office-related functions. St. Henry Church Bookkeeper/Office Manager performs all duties and responsibilities in alignment with the mission, vision and values of the Catholic Archdiocese of Miami.

#### **Qualifications:**

- Minimum: High school diploma and 5 years' bookkeeping experience. Non-profit helpful.
- Preferred: Bachelor degree in Accounting or related field, with 3 years of professional -level experience.
- Knowledge of basic tenets of Catholic Church and parish structures.
- Good oral and written English-language communication skills, including clear speaking voice.
- Good Spanish-language spoken communication skills strongly preferred.
- GAAP and accounting practices.
- Proficiency in e-mail system, MS Word and Excel.
- Modern office procedures and practices, including record keeping and data security methods and techniques.
- Knowledge of principles and practices on non-for profit accounting a plus.
- Knowledge of contract negotiation and RFPs.
- Knowledge of accounts receivable and general ledger.
- Ability to maintain confidentiality concerning financial and contributors files.
- Ability to maintain a high level of accuracy in preparing and entering financial information.
- Good spelling and grammar required.
- Excellent customer service skills, including ability to maintain focus on and professionalism with people in challenging situations, both in person and by phone.
- Good time management, including ability to manage several projects at the same time.

- Must be able to multi-task and retain accuracy in an environment of competing deadlines.
- Must be supportive of the mission and tenets of the Roman Catholic Church.
- Must have a professional demeanor.

**To apply:** Send resume with cover letter to: [Careers@theadom.org](mailto:Careers@theadom.org).

Subject line should read: **Office Manager / Bookkeeper (St. Henry)**

**NO PHONE CALLS PLEASE**