



SAINT JOSEPH
CATHOLIC CHURCH

ACCOUNTANT

Minimum 3 years' experience

Financial Oversight

- Supervise the business office and money-counting processes
- Prepare collection analysis reports for the Pastor and PFC
- Prepare a monthly financial dashboard for the Pastor
- Prepare monthly financial statements for the church and school
- Prepare semi-annual or requested financial reports for the Diocese
- Manage church and school budgets, including preparation and ongoing monitoring
- Review and approve school and church deposits
- Review reconciled bank statements for church and school
- Review and approve Federal and State tax payments
- Review and approve quarterly filings including 941 and L1 reports
- Review prepared 1099s, W-2s, and accompanying reports
- Approve Church and School payroll
- Review and approve School Accounts Payable prepare and accounts Payable for the church

Parishioner & Records Management

- Maintain parishioner database
- Prepare annual contribution statements

Send your resume to llemoine@stjosephchurch.net

Or deliver to the church business office 211 Atlantic Avenue, Shreveport, LA 71105