



St. Vincent de Paul Church

654 Hatboro Rd
Richboro, PA 18954
215-357-5905—saintvincents.net

Role: Parish Bookkeeper
Reports to: Pastor/Parochial Administrator
Status/Class: Part-time/Exempt

Job Description

The Parish Bookkeeper is responsible for maintaining the accuracy and integrity of Saint Vincent de Paul Parish's financial records. The Parish Bookkeeper position serves the Pastor/Parochial Administrator and other members of the Parish Staff to maintain and oversee the financial records of the Parish and related programs. This includes recording deposits, entering bills, writing checks, processing payroll, reconciling accounts, generating financial reports, and other assigned duties accurately and timely. This position will provide the foundational information for accounting functions that will directly contribute to the financial health of the Parish.

This position is designated as "part time," 18 hours/week at the Parish Office. Specific scheduling is at the discretion of the Pastor/Parochial Administrator, however, working hours must occur during Parish Office Hours (8:30 AM-4:30 PM) as well as at Finance Committee meetings, so as to ensure accessibility for the Pastor/Parochial Administrator, Parishioner needs, and other related meetings.

Responsibilities

- Record daily financial transactions, including income, expenses, sales, and payments.
- Manage accounts payable and receivable, which involves processing invoices, tracking payments, and following up on discrepancies.
- Reconcile bank and credit card statements with internal records to identify and resolve any possible discrepancies.
- Prepare financial reports, such as income statements and balance sheets, that will provide insight into the Parish's financial performance for the Pastor/Parochial Administrator and the Finance Committee.
- Assist in payroll processing, including calculating wages, taxes, and benefits, and ensure all payments are made on time.
- Facilitate the annual budget preparation with the Pastor/Parochial Administrator, monitor expenses, and identify areas where costs can be reduced or investments made.

- Maintain accurate financial records and ensure compliance with all Archdiocese of Philadelphia procedures.
- Assist with the “Agreed Upon Procedural Reviews” (held approximately every 2 years) with the external auditing company by providing all necessary documentation and information.
- Communicate clearly with Vendors, Staff Members, and Parishioners, providing clear and concise information about financial matters.
- Attend appropriate and mandated Archdiocesan meetings on financial matters.
- Attend and lead Finance Committee meetings 5 evenings each year (scheduled in advance at the Parish Calendar Meeting in May).
- File, in a timely manner, all reports required by the Archdiocese of Philadelphia.
- Collaborate with the Pastor/Parochial Administrator on Parish business and related tasks, as requested.

Skills & Qualifications

- Education: A degree, or appropriate understanding, of Accounting and/or Business Management.
- Experience: Previous experience in a bookkeeping or accounting support role is preferred.
- Technical Skills: Proficiency in bookkeeping and accounting software (i.e. Quickbooks, Microsoft Excel), as well as an understanding of basic accounting principles and best practices.
- Strong attention to detail and accuracy for maintaining precise financial records.
- Excellent organizational and time management skills so as to manage multiple tasks and deadlines effectively.
- Strong communication and interpersonal skills to collaborate with the Pastor/Parochial Administrator, Office Staff, Parish Finance Committee members, Volunteers, and Parishioners.
- Problem-solving and analytical skills to identify and resolve any possible discrepancies, as well as analyzing financial data.
- Integrity and confidentiality when handling sensitive financial information.

Interested Applicants should submit a cover letter and resume
by **Wednesday, August 27, 2025** to:

Rev. Stephen H. Paolino
Pastor
Saint Vincent de Paul Parish
pastor@saintvincents.net