

Bookkeeper Opportunity

Our Lady of Perpetual Help Catholic Church and School, Grove City, Ohio, seeks a qualified candidate for a full-time bookkeeper position.

The ideal candidate will embrace the parish's mission to *form and send intentional, missionary disciples of Jesus Christ*, be of unquestionable integrity, have proficiency with Microsoft Office and various accounting software, be detail oriented, and possess an ability to organize, prioritize, and collaborate with parish staff.

Responsibilities include day-to-day accounts payable processing, maintaining general ledger and comprehensive record of financial activity, reconciling and interpreting account analyses, and producing financial statements and year-end reports.

A Bachelor's or Master's degree in accounting or a related field is preferred. The bookkeeper reports to the pastor and/or parish administrator.

Employment offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" training.

Qualified candidates should forward cover letter, resume, professional references, and salary requirements to David J. Frea, Parish Administrator, at dFrea@OurLadyOfPerpetualHelp.net