

## **Bookkeeper**

Resurrection Catholic Church  
Miramar Beach, FL

Resurrection Catholic Church, located on the beautiful white beaches of the Emerald Coast of Florida, is hiring a Bookkeeper. The position is for 30 hours a week and the responsibilities include:

- General ledger accounting using QuickBooks (including account reconciliation)
- Bank reconciliations, payroll, and accounts payable
- Maintenance of Church database of parishioners and giving
- Communication with vendors and parishioners
- Preparation of Form 1099s
- Assistance with budget preparation
- Maintenance of all financial files
- Some administrative duties as needed
- Reports to Parish Business Manager

Requirements include:

- Willingness to support the mission of the Catholic Church
- Bookkeeping experience
- Proficiency with QuickBooks and Microsoft Office
- Excellent communication skills

Salary commensurate with experience.

If interested, please email resume to [mpcedarleaf@resurrectionbythebeach.org](mailto:mpcedarleaf@resurrectionbythebeach.org) .