

THE CATHOLIC CENTER AT THE UNIVERSITY OF GEORGIA

The Catholic Center at the University of Georgia is seeking a part-time Bookkeeper.

Job Description

The Catholic Center at UGA is seeking a part-time Bookkeeper. The Bookkeeper is responsible for the accurate processing and record keeping of all collections, disbursements, payroll processing and supporting operations as needed. This role is ideal for a detail-oriented, organized professional who has experience in bookkeeping.

Key Responsibilities

- **Financial:** Safeguarding church assets, exercising prudence in financial matters, accountability to those who provide monetary assistance to the church. Tasks include overseeing money handling procedures/cash counting/deposit, processing vendor invoices and reimbursement requests, researching questions from finance committee, account reconciliations, year-end contribution statements, assisting with church audits. Serve as the main point of contact with the Archdiocese finance department. Enforce internal controls. Assist with budget preparation.
- **Human Resources:** Process payroll hours every two weeks. Maintain personnel files. Serve as main point of contact to the Archdiocese HR department.
- **Office and Operations:** Serve as the main point of contact with our third-party IT support. Assist office personnel as needed.
- **General:** Perform semi-annual records retention review. Prepare reports as needed. Maintain files for various areas.

Qualifications and Skills

- **Experience:** 3+ years of experience in bookkeeping preferred.
- **Organized and detail-oriented:** Ability to multitask, prioritize and manage time efficiently with limited supervision. Must be a self-starter.
- **Excellent communication:** Strong verbal and written skills to concisely communicate with the staff and Director.
- **Tech-savvy:** Experience with Microsoft Office, especially Excel. Ability to pick up new software knowledge quickly. ParishSoft software is used at the church.

THE CATHOLIC CENTER AT THE UNIVERSITY OF GEORGIA

- **Discretion and confidentiality:** Ability to handle sensitive church and community matters.

Details

- **Position:** Part-time staff
- **Hours:** 20-25 hours per week
- **Schedule:** Flexible
- **Location:** In person at The Catholic Center at UGA
- **Start date:** As soon as you are able

Why Join Us?

- Be part of a mission-driven community that fosters faith and service.
- Work in a meaningful, purpose-filled role.
- Enjoy a flexible part-time schedule.
- Work closely with church leaders and a supportive and faith-driven staff.

How to Apply

If you are passionate about a faith-based business position, we encourage you to apply! All offers of employment are contingent upon a satisfactory background check. For those interested in applying, please submit your resume and a cover letter to bulletin@ccatuga.org.