



Diocese of Belleville  
Office of Human Resources

Friday, January 13, 2023

**POSITION AVAILABLE**

**BOOKKEEPER**

The Diocese of Belleville is seeking a part-time (8-16 hours per week) Bookkeeper. This position is responsible for accounts payable, accounts receivable, payroll, journal entries, assist with budgets, generate financial statements, and provide explanations of what is influencing the numbers. Applicant must have strong written and oral communication skills; be highly organized, detailed and flexible; exercise problem-solving, discretion and interpersonal skills, and must maintain confidentiality.

Essential qualifications include an Associate's Degree or equivalent experience, and two or more years of experience in bookkeeping. Knowledge of Microsoft Office and other computer programs/applications. Practicing Catholic preferred with thorough knowledge and understanding of Catholic teachings, practices and organizational structure.

To apply send cover letter with résumé to Human Resources, Diocese of Belleville, 222 S. 3rd St., Belleville, IL. 62220. FAX to 618-722-5020; email [humanresources@diobelle.org](mailto:humanresources@diobelle.org)

**Application deadline: January 31, 2023**