



Our Lady of Mercy is a family of faith united in prayer, love, and Catholic Tradition. Would you like to join our team and help us reach our vision while serving in the role of *Accounting Specialist*? If you have the desired skills, we would love to speak with you!

What traits do we seek? Successful candidates will be...

- Passionate, enthusiastic, and driven
- Attentive to details and great at priority setting
- Knowledgeable with a bachelor's degree in accounting, business, finance, or a related field
- An experienced professional with at least 3-5 years in an accounting role
- Great at administering finances, generating financial reports, and processing A/R, A/P, payroll, and bank reconciliations

What Do You Get to Do? You will...

- Conduct banking activities including the accounting of all offering collections, payables, and receivables
- Maintain our chart of accounts and financial accounting system
- Prepare accounting, budgetary, fiscal, and statistical information including monthly and annual reports and statements to key stakeholders
- Coordinate submission of payroll data with respect to time and attendance, employee leave balances, employee tax withholdings, and benefit deductions to third-party payroll vendor

Want to set yourself apart? Bonus points for candidates that have...

- Worked in a non-profit environment, especially a church/parish office and/or school setting
- Used Business Works, ParishSOFT, or similar church management and accounting systems
- Ability to demonstrate how they are ready to help us reach our vision

If you are up for this career opportunity, send your resume to randy.arabie@olomchurch.com. We welcome you to learn more about us at olomchurch.com.

This job posting is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. A detailed job description will be provided during the interview.