

St Leo Parish in Tacoma is seeking a Bookkeeper to support the day-to-day accounting responsibilities for the parish and St Leo Food Connection. If you are an accounting professional with a passion for social justice, we'd like to talk to you! St Leo Food Connection is a large food bank providing approximately 2 million meals each year throughout Pierce County and St Leo Parish supports programs serving our neighbors in the Tacoma Hilltop community.

The bookkeeper role is newly formed and will report to the St Leo Finance Director. In this role you will be responsible for:

- Maintaining complete and accurate accrual accounting records for the parish and programs in accordance with GAAP.
- Accurately tracking contributions and expenses to appropriate programs.
- Accurately, completely, and timely enter contributions into the donor database.
- Recording appropriate intercompany and affiliate receivables/payables.
- Creating invoices compliant with relevant contract terms and submitting timely for payment
- Reviewing payments received for contract services and ensuring completeness and accuracy by following up with agency for timely clarification as needed.
- Coordination and oversight of cash count activities
- Reconciling bank accounts monthly and reviews online banking activity on an interim basis as needed.
- Processing accounts payable online via Bill.com and reconciles to the accounting record.
- Acting as purchasing card program administrator and ensuring card activity is accurately reconciled to accounting system monthly.
- Processing new hire paperwork and setting up new hires in the payroll system.

#### Qualifications

- Bachelor's degree and prior not for profit experience bookkeeping experienced preferred.
- Experienced in Quick Books, MS 365 (solid Excel), and Adobe Pro
- Ability to collaborate respectfully and effectively in an inclusive environment.

This is a full time, non-exempt position offering generous benefits including medical, dental, vision, life insurance, 403(b) and PTO. Apply: [Bookkeeper - Hourly \(paycomonline.net\)](https://paycomonline.net)