



Diocese of Peoria

ST. JOSEPH CATHOLIC CHURCH

303 S. 7th Street
Pekin, IL 61554-4701

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www.stjosephpekin.org



Job Title: Bookkeeper

Location: St. Joseph Catholic Church in Pekin, IL

Reports to: Pastor

Job Type: Full-time

St. Joseph Catholic Church is currently seeking a Bookkeeper to serve the mission of the parish. St. Joseph Catholic Church is committed to fostering an inclusive environment that supports growth, creativity and collaboration. By joining the parish staff, you can utilize your gifts and talents to make a meaningful impact in the lives of parishioners.

About the Role

The bookkeeper supports the work of the Pastor by managing all accounts and payroll functions for the church and school.

What You Will Do

- Maintain and update parish financial records, including processing daily transactions, making deposits, managing invoices, handling payroll and reconciling bank statements
- Interact with vendors to complete parish projects
- Send correspondence (e.g., thank-you letters; year-end tax statements; etc.)
- Work with parish organizations and ministries
- Collaborate with other staff on parish related events (e.g., Parish Festival; dinners; religious instruction; etc.)
- Manage school finances including tuition and fees
- Complete other duties as assigned

What You Need

- Previous experience in a finance role
- Strong written and verbal communication skills
- Ability to prioritize and manage multiple tasks effectively

Top Candidates Will Also Have

- Proficiency in Microsoft Excel
- Working knowledge of accounting systems such as ParishSoft, Paylocity, Parish Data Systems and FACTS

Physical and Work Requirements

- Office hours are 8:00 am to 4:00 pm, Monday through Friday
- Candidates seeking part-time employment would be considered
- Work will primarily be at the Parish Center Offices, but will also include the school and church sites

What You Will Get

- Salary Range: \$17 to \$20 per hour, based on skills and experience
- Medical, dental, prescription and vision plans are available to keep you and your family healthy
- Paid time off: Vacation and holidays
- Retirement Savings: A 403(b)-retirement plan with employer matching contributions
- Long-term disability coverage
- Life Insurance

To Apply

Please submit your resume along with a cover letter to Fr. Andrejek at pastor@stjosephpekin.org

Equal Employment Opportunity Statement

St. Joseph Catholic Church and the Catholic Diocese of Peoria are committed to ensuring that all recruiting, hiring, training, promotion, compensation, and other employment-related programs are provided fairly to all persons on an equal opportunity basis. As such, St. Joseph Catholic Church and the Catholic Diocese of Peoria prohibit discrimination, harassment, and/or retaliation of any kind against an applicant or employee on the basis of their actual or perceived race or traits associated with race, color, national origin, ancestry, age, sex, disability or association with a disabled person, military or veteran status, genetic information, citizenship, order of protection status, or any other applicable legally protected status or characteristic.