

Parish Accountant & Bookkeeper

St. Raphael Catholic Church

Naperville, Illinois

Position Summary

St. Raphael Catholic Church is seeking a detail-oriented, organized, and mission-driven **Parish Accountant & Bookkeeper** to assist the day-to-day financial operations of the parish and school. This individual will work closely with the Pastor, Chief Operating Officer (COO), parish leadership, school administration, and diocesan offices to ensure accurate financial records, timely reporting, and faithful stewardship of parish resources.

The ideal candidate possesses strong accounting and bookkeeping skills, maintains the highest level of confidentiality, communicates professionally, and enjoys serving in a collaborative parish environment.

This position plays a key role in supporting the financial health and operational excellence of St. Raphael Catholic Church through accurate accounting, responsible stewardship, and collaborative service to the parish and school community.

Our Mission

At St. Raphael Catholic Church, we are committed to fostering a Christ centered workplace where every employee shares in the mission of Leading Souls to Heaven through professional excellence and joyful service. Every member of our staff contributes to creating a welcoming, faith-filled parish that supports our worship, ministries, school, religious education, and community.

Qualifications

Associate's or Bachelor's degree in Accounting, Finance, Business, or related field preferred.

Minimum of two years of bookkeeping or accounting experience.

Experience with payroll and financial reporting preferred.

Strong organizational, communication, and computer skills.

Ability to maintain strict confidentiality.

Experience with nonprofit, church, or school accounting is a plus.

Full-time • Benefits Eligible

To apply: Please submit your resume and cover letter to Stephen Stewart sstewart@st-raphael.com

A complete job description will be provided to qualified applicants.