Part Time Bookkeeper & Payroll Specialist

Jesuit Retreat House – Oshkosh, Wisconsin

Part-Time | 24–28 Hours per Week

Reports to: Director of Operations & Finance

Position Summary

Jesuit Retreat House (JRH) is seeking a dependable and detail-oriented **Bookkeeper & Payroll Specialist** to support the day-to-day financial operations of our Catholic retreat ministry located on the peaceful shores of Lake Winnebago.

This position is responsible for maintaining accurate financial records, processing accounts payable and receivable, reconciling accounts, preparing deposits, and processing payroll. The ideal candidate enjoys working with numbers, takes pride in accuracy, and understands the importance of confidentiality and strong financial controls.

This is a part-time, on-site position anticipated to work **24–28 hours per week, primarily Monday through Thursday**.

Key Responsibilities

Bookkeeping & Accounting

- Maintain accurate and current financial records using QuickBooks Online
- Record and process financial transactions, including accounts payable and accounts receivable
- Process invoices, payments, expense reimbursements, and credit card transactions
- Record incoming cash, check, and electronic payments and prepare bank deposits
- Reconcile bank, credit card, and other financial accounts
- Maintain and reconcile petty cash and other cash accounts
- Utilize data in other systems to assist in bookkeeping duties (PayPal, JotForm, DonorPerfect, Dataverse)
- Maintain accurate vendor records and respond to vendor inquiries

- Assist with month-end and year-end accounting activities
- Provide documentation and support for audits and financial reviews
- Assist the Director of Operations & Finance with financial reports and other accounting needs as requested

Payroll

- Process employee payroll semi-monthly, ensuring accurate and timely payment
- Review timekeeping information and resolve discrepancies as needed
- Maintain payroll records for new hires, terminations, pay changes, deductions, paid time off, and other employee changes
- Process payroll-related taxes, deductions, and benefit contributions
- Support required payroll reporting, including W-2s and other federal and state filings
- Respond to employee payroll questions accurately and professionally
- Reconcile payroll information with accounting records and benefit invoices

Financial Controls & Confidentiality

- Follow established financial policies, procedures, and internal controls
- Maintain appropriate documentation for financial transactions
- Protect the confidentiality and security of financial, payroll, employee, and organizational information
- Identify discrepancies or concerns and promptly bring them to the attention of the Director of Operations & Finance
- Support appropriate separation of financial duties and other internal control practices

Qualifications

- Associate degree in accounting, finance, business, or a related field preferred; equivalent relevant experience will be considered
- 2–3 years of bookkeeping, accounting, payroll, or related experience preferred
- Experience with QuickBooks Online strongly preferred
- Experience processing payroll preferred
- Proficiency with Microsoft Excel and other Microsoft Office applications
- Strong numerical accuracy and exceptional attention to detail
- Ability to organize and prioritize work and consistently meet deadlines
- High degree of integrity, discretion, and ability to maintain confidentiality
- Ability to work independently while collaborating effectively with colleagues
- Commitment to supporting the Catholic mission and values of Jesuit Retreat House; being a practicing Catholic is not required

Schedule & Work Environment

This is a **part-time, on-site position of approximately 24–28 hours per week**. The anticipated schedule is **Monday through Thursday, approximately 6–7 hours per day**, with some flexibility based on organizational and payroll needs.

Compensation & Benefits

Salary Range: $22 - $26/hour, depending on qualifications and experience.

Part-time benefits including 403(b) retirement plan with 3% employer contribution, dental insurance, life insurance, and paid time off are provided in accordance with Jesuit Retreat House policies.

About Jesuit Retreat House

Jesuit Retreat House is a Catholic ministry sponsored by the Midwest Jesuits. Located on the shores of Lake Winnebago in Oshkosh, JRH provides a peaceful environment of prayer, reflection, and hospitality where individuals of all faiths are welcomed and encouraged in their spiritual journey.

Our employees contribute to this mission by creating a welcoming, respectful, and well-run environment for the thousands of retreatants and guests we serve each year.

To apply, please send and cover letter along with current resume to Fr. Mark Carr, SJ, JRH Executive Director at mcarr@jesuitretreathouse.org.