



Diocese of Laredo  
Job Announcement

Posting Date: July 14, 2026

**Application Deadline: Until Filled**

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| <b>Position:</b> Secretary/Bookkeeper                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>FLSA Status:</b> Non-Exempt                |
| <i>Minimum Requirements:</i> High School Diploma or equivalency. Two years of experience in performing the essential duties of Secretary. Advanced skills in the use of Microsoft Office and Canva. College courses in bookkeeping and/or accounting, preferred. Strong command of QuickBooks. Knowledge of financial and accounting systems. Experience in processing payroll and preparing financial reports. Knowledge and understanding of the Catholic Church required. |                                               |
| <b>Start Date:</b> Immediate                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Location:</b> St. Joseph Church-La Pryor   |
| <b>Position Status:</b> Part-Time (28 hours per week)                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Work Schedule:</b> Mon-Fri., and as needed |

**Position Summary:**

The bookkeeping duties include utilizing QuickBooks as the approved computerized record keeping system, preparing payroll, accounts payable, accounts receivable, processing of payroll liabilities, preparing reports and reporting financial records to the Pastor and the diocese as necessary. Perform secretarial duties to include answering phone, greeting visitors, providing information and maintaining accurate records.

**Essential Duties, Functions and Responsibilities:**

- Process payroll according to published schedule.
- Maintains QuickBooks and ensures effectiveness of information.
- Performs monthly reconciliations.
- Process accounts payable and accounts receivable on a timely basis.
- Prepares 941 reports and submits reports to IRS on a timely basis.
- Ensures that payroll liabilities are processed and paid timely.
- Maintains accurate records of employee leave balances.
- Assists with parish audits.
- Prepare parochial collections/deposits.
- Assist in the preparation and reporting of the annual budget.
- Process time sheets and employee requests for leave.
- Perform general secretarial duties.
- Prepare the weekly parish bulletin.
- Other essential duties as assigned.

**Additional Requirements- Skills, Certifications, and Licenses**

- Maintain a valid Texas Driver License and evidence of state required vehicle insurance.
- Knowledge of Generally Accepted Accounting Principles.
- Demonstrated ability to communicate effectively, both in written form and orally in Spanish and English.
- Ability to operate business office equipment and perform multiple assignments.

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**Resumes are Not Accepted. Employment Application is required for consideration.**

For Employment Application, visit [www.dioceseoflaredo.org](http://www.dioceseoflaredo.org)

For additional information, please contact:

Office of Human Resources

Diocese of Laredo

1901 Corpus Christi St., Laredo, Texas 78043

(956) 727-2140

Benefits: Part-time employees are eligible for limited benefits, upon completion of applicable waiting period. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

***We are the Diocese of Laredo!***

**The diocese reserves the right to revise, rescind or extend this job announcement**