



Newman Parish • 110 Garfield Avenue • Eau Claire, WI 54701 • 715-834-3399 • [newmanec.com](http://newmanec.com)

**Job Title: Parish Accountant**

**Reports to: Pastor**

**Hours: 8-12 hours/week, 12 months**

**Wage/Salary: Depends on education and experience**

**Start Date: July 1, 2025**

**Position Overview:**

Newman Parish in Eau Claire, WI is seeking to hire a parish accountant who will be responsible for fulfilling the parish financial reporting needs. The parish accountant reports directly to the pastor and assists him in managing the temporal goods of the parish to further its spiritual mission.

**Parish Overview:**

Newman Parish is a Catholic Parish of the Diocese of La Crosse comprised of around 275 families from the Eau Claire area (population 69,441). Newman Parish has the mission to serve the college students, faculty, and staff of the University of Wisconsin – Eau Claire (undergraduate enrollment 8,923) and Chippewa Valley Technical College (undergraduate enrollment 4,175). The Newman Parish operates in the Ecumenical Religious Center located near the lower campus of UWEC. The Ecumenical Religious Center is a shared facility with the University Lutheran Church.

**Responsibilities:**

- Monthly accounting and accounts payable
- Monthly and annual financial reporting
- Monthly and annual budget analysis
- Process Sunday Mass and online contributions
- Payroll and HR
- Periodic tax reporting
- Prepare annual contribution statements
- Attend parish finance council meetings
- Keep up to date on Diocesan policies

**Work Schedule:**

The parish accountant position is a non-exempt, non-ministerial role working during normal business hours and days.

**Qualifications:**

- Associate or Bachelor's degree in accounting or related field or equivalent
- Skills in accounting, payroll, and budgeting
- Ability to organize and manage multiple priorities/tasks
- Proficiency with technology appropriate for job responsibilities, especially Microsoft Suite and ability to learn ParishSoft accounting and records
- Ability to carry out job-related physical tasks
- Commitment to professional development
- Conformity with guidelines and policies of the Diocese of La Crosse

For more information or to request an application before May 31 contact:

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