

The parish secretary / bookkeeper will act as receptionist, coordinate weekly bulletin and other communications, record all sacraments and deaths, coordinate Mass intentions and offerings, and prepare and oversee income, expenditures, and reports for the parish and its cemeteries, while giving a living witness to Jesus Christ. There is the option of separating the secretary and bookkeeping positions if the right circumstances exist. Proven bookkeeping, communication, and time-management skills are a must. Proficient skills in Microsoft Office Suite, comfort learning new technology and maintaining confidentiality are important. Position is Part-time, 20-30 hours per week, Monday-Thursday.