

Parish Secretary/Bookkeeper

Compensation: competitive

Employment type; full-time

Non-profit organization

St. Mary Presentation Parish in Deer Park is seeking applicants for a secretarial/bookkeeper position. This will be a full-time, Monday through Friday position. Candidates must have excellent communication and managerial skills. An accounting and/or bookkeeping background is desired. Must be proficient with Quick Books and Microsoft Office software including Word, Excel and Publisher. Excellent benefits including employer paid health insurance, 403 (b) plan, and paid time off. Compensation is based on experience.

Job Duties and Required Skills:

- *Greet and receive visitors
- *Answer the telephone; receive and relay messages
- *Maintain greetings on telephone system
- *Maintain and publish parish calendar
- *Prepare letters, memos, e-mail and faxes and distribute as necessary
- *Make copies and keep copy room stocked
- *Handle and prepare requests for Sacramental records
- *Maintain and enter data in Sacramental registries
- *Management of Quick Books accounting programs
- *Accounts Payable
- *Compile, submit and verify monthly payroll
- *Provide monthly financial reports and be able to comfortably explain the parish' financial standing
- *Create parish budget
- *Record collections and parishioner accounts
- *Design and produce weekly Bulletin
- *Coordinate Cemetery Transactions
- *Coordinate Parish Hall usage
- *Coordinate with Vendors/Contractors
- *General correspondence
- *Other duties as assigned

Expectations:

- *Be confidential at all times
- *Work with other staff members in a positive way
- *Interaction with parishioners with a service heart

A letter of inquiry accompanied by a work resume may be sent to:

Rev Thomas Connolly
St Mary Presentation
P O Box 749
Deer Park, WA 99006

Or by e-mail: tconnolly@dioceseofspokane.org