

Job Posting

Position Title: Administrative Assistant to the Pastor/Bookkeeper (Full Time)
Location: St Bridget of Sweden Parish, Cheshire, CT

The Administrative Assistant to the Pastor/Bookkeeper position is responsible for providing secretarial and related office services for members of the parish and/or various other committees and agencies. In addition, this position will provide day-to-day fiscal and operational services, as well as computer input/output services, in addition to assisting the parish accountant with budgetary compliance.

Essential Functions:

- Perform secretarial duties for the pastor and other designated staff.
- Provides bookkeeping and payroll services to the Parish.
- Coordinates the Funeral Schedules.
- General cleaning/straightening
- Provide part time administrative assistant duties/responsibilities when part time administrative assistant is out of the office.
- May be asked to do errands on behalf of the Church or Pastor
- Other Office Duties as needed.

Skills, Knowledge and/or Abilities

- Knowledge and understanding of the Catholic Church and its mission.
- Strong organizational skills.
- Excellent interpersonal communication skills.
- Good computer skills in Microsoft Word, Excel, PowerPoint, and QuickBooks.
- Knowledge of accounting and budgeting in coordination with the parish accountant.
- Knowledge of payroll processing.
- Demonstrated ability to set priorities and organize work effectively and efficiently, including developing and maintaining effective record-keeping systems.
- Ability to compose correspondence, and/or reports.
- Ability to represent the parish to those that call, write, or visit.
- Ability to honor and maintain confidentiality.
- Ability to perform outlined tasks with minimal supervision.
- Must possess excellent analytical skills.
- Must possess the ability to deal with people in a mature and respectful way.

Educational Requirements:

- AS Degree in Accounting or Finance preferred.
- One to three years' secretarial experience.
- Three to five years' experience in hands-on bookkeeping.

Interested candidates should submit a resume to Father Romans at fr.romans@aohct.org.