

Parish Secretary/Bookkeeper Holy Family Parish, Amherst Archdiocese of Halifax-Yarmouth

The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ. – Ephesians 4:11-13

In keeping with the transformation of our parishes in response to changes in demographics, resources and the needs of our mission – a dual role has been created to recognize the changing needs of our community. The Parish Secretary Bookkeeper is the first person many will either see or speak to from the parish. The successful candidate will not only have excellent qualifications but will also exude warmth, welcome, hospitality and just overall a winning personality!

This full time position (35 hours per week) covers a number of key responsibility areas:

- Reception and Communication – responding to all telephone calls, parish email and visitors; scheduling appointments; inventory and ordering of supplies; scheduling of parish facilities, etc.
- Secretarial – maintenance of parish records and files; preparation of sacramental certificates; preparation of the weekly bulletin, etc.
- Financial – preparation of financial statements; payroll; accounts payable and receivable; assistance with budget preparation; etc.

The successful candidate will bring to the role critical thinking and problem solving skills; a master at multi tasking; planning and organization skills; teamwork and must be flexible and adaptable. Holy Family is a very busy and active parish and this individual is a key member of the parish team.

Qualifications:

- Grade 12 plus completion of accounting, bookkeeping diploma or certification
- Minimum 5 years experience in a secretarial/receptionist role plus a minimum of 5 years experience in accounting and/or bookkeeping
- Demonstrated above average written and oral communication
- Strong organizational and planning skills
- Demonstrated experience working with MS Office; including Word, Excel, PDF...
- Experience with QuickBooks or Simply Accounting would be an asset

If you bring these types of skills, experience and qualifications and are interested in working in a busy, faith filled environment please send your resume, along with a cover letter and 3 professional references to:

office@holyfamilyamherst.ca

NOTE: The successful candidate will be asked to provide a Criminal Records Check and Vulnerable Sector Search and proof of education. For more information or a copy of the job description please send an email to: office@holyfamilyamherst.ca

DEADLINE: Friday July 14, 2017 @ 4PM