

**Office Administrator – Job Posting**

**St. Andrew the Apostle Church, 1250 Barrydowne Rd., New Sudbury**

**Rate of Pay: \$22/hour**

**Hours: Tuesday to Friday 9:00 a.m. – 3:00 p.m.**

**Customer service responsibilities** include warmly greeting visitors and responding to their requests, answering phones, taking messages for the pastor when absent, responding to email, etc.

**Clerical responsibilities** include ordering office supplies, preparing the bulletin, filing paid invoices, maintain the Sacramental Registries, preparing reports and certificates, recording and scheduling mass intentions, running the parish website, mailings, working with the building committee to obtain quotations for maintenance and repairs, following up with contractors, checking fire extinguishers, any assigned duties not listed that the Parish Priest might need, etc.

**Financial responsibilities** include receiving mass stipends, overseeing money counting procedures, paying all invoices, working with an accountant to reconcile bank statements, T4 slips and records of employment, issuing cheques, payroll, preparing financial statements for the Finance Committee and attending quarterly Finance Committee meetings taking minutes and preparing agendas, etc.

**Qualifications**

Minimum high school diploma with additional education in office administration, bookkeeping/accounting, customer service considered an asset.

Minimum 2 years experience working in an office setting, and be proficient in MS Office, Sage Accounting.

Background working in a church setting with Parish Friendly and English/French bilingualism would be an asset.

**Posting closing date and time**

**Monday, May 30<sup>th</sup>, 4:30 p.m.**

**Please email your cover letter and resume to [standrewsudbury@gmail.com](mailto:standrewsudbury@gmail.com)**