



CAREER OPPORTUNITY for Administrative Assistant/Bookkeeper (Part-time) St. Anthony's Parish, Drumheller

OVERVIEW

The Administrative Assistant/Bookkeeper is responsible for the full range of job duties as outlined below and as appropriate for the job setting. Strong people skills, exceptional organizational abilities, verbal and written communication skills and exceptional attention to detail.

RESPONSIBILITIES

Administrative Assistant

- Answer phones and respond to emails or phone queries, as necessary.
- Assists visitors to the parish office.
- Maintains parish database of parishioners.
- Assists Pastor with scheduling of baptisms, weddings, funerals.
- Provide office support for the Pastor
- Volunteer screening duties

Bookkeeper

- Processes all cheque requests, bank deposits and monthly bank reconciliations
- Maintains accounts by verifying, allocating, and posting transactions
- Balances accounts by reconciling entries
- Issue/recall donation envelopes and maintain Parish Friendly records
- Maintains accurate accounts payable and receivable ledgers
- Posts all weekly donations, balance and ensure accuracy of all donations
- Completes other duties or projects as assigned by the Pastor

QUALIFICATIONS

- Experience with Outlook, Word, Excel, and QuickBooks
- Strong organizational and time management abilities
- Strong attention to detail and proofreading skills
- Ability to maintain confidentiality

HOURS OF WORK

Monday to Thursday: 9:00 am – noon (12 hours/week)

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

PHYSICAL DEMANDS

- Constant sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Potential exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone call, general workload demands
- Occasional lifting to 10 lbs/4.5 kg (i.e. office supply boxes)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- A cover letter and resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until *a suitable candidate is found*. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank in advance all applicants for their interest.