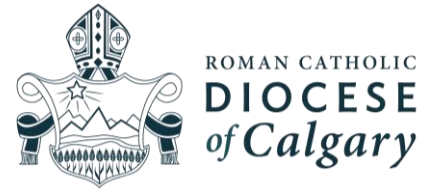


POSTING for

Administrative Assistant/Bookkeeper (Casual)

Holy Trinity Parish, Blairmore



REPORTS TO

Pastor

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

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
- Required to provide a Police Information Check

HOURS OF WORK

Tuesdays & Thursdays: 9:00 am – 12:00 pm (noon)

TO APPLY

Please send a resume along with a cover letter to Fr. Joseph Nagothu at htrinity@shaw.ca or by mail to Holy Trinity Parish, PO Box 1410, Blairmore, AB T0K 0E0.

Applications will be accepted until **Monday, January 24, 2022**.