

**Part-Time Office Administrator/Bookkeeper**  
**St. Peter Church, Auburn**

St. Peter Church has a part-time opening for an office administrator/bookkeeper. This position entails 24 hours per week. The office administrator/bookkeeper will provide secretarial and bookkeeping services for the parish, maintain accurate parish records, answer phone calls, handle correspondence and communication, and perform routine office tasks. The office administrator/bookkeeper extends hospitality and welcome to all who come into, or communicate remotely with, the parish office, and plays a key role in helping to implement the mission of evangelization and discipleship undertaken by our parish.

**Duties and Responsibilities:**

- Bookkeeping services, including but not limited to: recording weekly collections and other cash receipts, payroll and benefits administration, accounts payable, and producing required budget and annual reports.
- Post offertory envelopes monthly. Update envelope software with any changes.
- Maintain and provide accurate sacramental records, notifications, and certificates.
- Maintain church memberships and family directory database. Process new parishioner paperwork.
- Produce weekly bulletin and communicate with advertisers.
- Maintain and update parish website and Facebook page.
- Maintain schedule for liturgical ministers.
- Record meeting minutes of the parish Finance and Pastoral Councils.
- Perform duties of Safe Environment Coordinator for the parish.
- Maintain sufficient inventory of office supplies.
- Coordinate/assist with special events, projects and duties as needed.

**Minimum Qualifications:**

- Practicing Catholic who understands and supports Catholic beliefs.
- Knowledge and proficiency in Microsoft Office (Word, Excel, Outlook). Ability to be trained in ParishSoft and other industry specific software.
- Accomplish work responsibilities with minimal supervision.
- Maintain a high level of confidentiality.
- Secretarial experience preferred.

To apply for this position, please forward a cover letter and resume to Fr. Michael Gendron at [frmichaelgendron@comcast.net](mailto:frmichaelgendron@comcast.net).