

**Job Opportunity - St. Kevin's Parish , Val Therese**

4610 St. Therese St., Val Therese ON, P3P 1S5  
secretary@stkevinparish.ca. 705-969-3663  
www.stkevinparish.ca

**Secretary / Bookkeeper Position**

We are seeking an individual to support the overall efficient operation of St. Kevin's Parish. Our ideal candidate will possess the experience and skills to perform both the clerical and bookkeeping requirements of this position, or the interest & ability to develop these skills. Training will be provided in parish specific software and job responsibilities.

**Demonstrated Skills and Knowledge required:**

- Microsoft Office programs: Outlook, Word, Excel, Publisher;  
Booking programs: Simply Accounting & Parish Friendly;  
Internet skills: updating WordPress website, experienced using Internet search engines
- Basic Knowledge in principles of bookkeeping
- Good written and verbal communication skills
- Good organizational skills with the ability and willingness to work effectively, independently and as a positive team member with the pastor & volunteers
- Demonstrated ability to develop work plans, prioritize work tasks and assist the Pastor in ensuring reports are prepared in a timely manner
- Demonstrated positive and collaborative interpersonal skills/ relationships in the work environment

Hours of Work: 25 hours per week; some flexibility with scheduling; hours reduced in the summer

Wage: \$20 to \$22 / hour, dependent on applicant skills & experience

A job description, describing the job duties in greater detail, is available upon request & on our website. We wish to hire by June 1st. Please submit your resume or letter of interest by post or e-mail, outlining your qualifications for this position. *The successful applicant will be required to complete a criminal records check as per Diocesan policy.*