



SAINT PAUL CATHOLIC COMMUNITY

P.O. Box 1475, Valparaiso, IN 46384
saintpaulvalpo.org • 219.464.4831 • (fax) 219.464.4833

JOB NOTICE:

This notice is in compliance with St. Paul's Standards of Excellence Policy regarding an employment opportunity as follows:

Saint Paul Catholic Church is seeking a Regular Full-Time Administrative Assistant/ Bookkeeper. The Bookkeeper shall work (52) fifty-two weeks per year from July 1st through June 30. The Bookkeeper shall work (37.5) thirty-seven and one-half hours per week at Saint Paul Church from 9:00 to 4:30 pm, Monday through Friday. The Bookkeeper shall adjust their hours to attend five annual Finance Council Report Meetings held in the evening. Work is generally performed in the office Monday through Friday during the hours of 9:00 am to 4:30 pm

This position is eligible for the Diocesan benefit package, subject to the terms, conditions, and limitations of each benefit program.

SPECIFIC JOB SKILLS:

- Knowledge of accounting and record-keeping principles and practices. Knowledge of cash flow management.
- Knowledge and ability in budgetary principles, including Diocesan regulations. Ability to maintain accurate collection and deposit records.
- Knowledge of fundraising and long-range planning techniques.
- Knowledge of QuickBooks is a must, and Parish Data System would be a plus. Knowledge of computer operations and school office equipment.
- Ability to work cooperatively with small groups of employees and volunteers. Knowledge of personnel policies and procedures.
- Awareness of liability and litigation procedures and ability to respond to federal, state, and local laws. Knowledge of work contracts and purchasing guidelines.

EDUCATION AND/OR EXPERIENCE:

A college graduate in Business Management or its equivalent is required. Major in Business Administration, Accounting, or Finance preferred. Computer skills and knowledge of accounting are required.

Knowledge and understanding of the Catholic Church and its mission are required—minimum of five years' experience in the field of Accounting and Administration.

APPLICATION INSTRUCTIONS:

A full description of the position is available at saintpaulvalpo.org. Click on staff, then on employment opportunities.

Please mail a cover letter and resume with "Full Time Administrative Assistant/ Bookkeeper" in the subject line to: Saint Paul Catholic Church, 1855 W Harrison Blvd., Valparaiso, IN. 46385 Attention: Rev. Douglas Mayer, Or email to: pastor@saintpaulvalpo.org