

Position Description

Position Title:	Parish Secretary / Bookkeeper
Reports to:	Parish Priest
Conditions	The position is casual; however, the working hours will be worked from 9.00am & 4.00pm on Monday, Tuesday and Friday each week. This role is based at St Peter Apostle Mission Parish office in Hoppers Crossing.

Duties will include, but will not be limited to:

1. Pay invoices, maintain the parish accounts and bring them to financial statement stage, manage the Stewardship program and the parish levy, and prepare the regular Business Activity Statements.
2. Prepare monthly reconciliation reports for the church and presbytery accounts.
3. Actively support the Parish Priest in the day to day operation of the parish and under his direction take responsibility for a wide range of administrative tasks with the objective of ensuring efficient and seamless administration and a strong pastoral focus in the parish.
4. Provide secretarial and office support services to the Parish Priest, including preparation of correspondence, maintenance of records and an orderly office, receiving telephone calls, welcoming visitors.
5. Develop and maintain sound working relationships with the school staff and volunteers.
6. Assist the Parish Priest with church bookings for weddings, funerals and baptisms, and to record in Parish registers any and all relevant documentation on both paper records and on Computer.
7. Provide high level of customer service to the Parish, as first point of contact on the telephone and in person.

Qualifications, Skills and Experience:

1. Well-developed bookkeeping skills essential
2. Accounting experience with a good understanding of accounting systems. Knowledge of Parish on Line system highly regarded
3. Experience in providing a range of secretarial and office management services.
4. High computer literacy with a working knowledge of Microsoft's Office suite of applications (Word, Excel and Publisher).

5. Ability to relate to a variety of people & develops sound working relationships, work with a spirit of generosity and achieve in a team environment.
6. Ability to work to deadlines and be attentive to detail and quality service provision.
7. Energetic and highly motivated with initiative and capacity to work with a minimum of supervision.
8. Well motivated to work for the Catholic Church and ideally possess a strong commitment to its practices and values.

Other Relevant Requirements

- Working With Children Check
- Police Check (new check required)

Additional Information:

1. Applications are to be sent to recruitment@cam.org.au by 25th June 2019. Please submit a cover letter along with a current resume.
2. For further information, contact Nandi Adams, HR Officer on (03) 9926 5793

The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults.