**Office Administrator**

St Jean de Brebeuf Parish in Erin is looking for a full time/part time (Up to 20 to 32 hours/3- 4 days a week) Office Administrator for the church office. Reporting to the Parish Priest, this position offers a competitive rate of pay and benefits package.

**Office Administration Duties**

* Maintains the confidentiality of staff and parishioners as well as parish information (confidentiality agreement will need to be signed).
* Professionally communicate to staff and parishioners verbally and in writing
* Promotes the parish through ongoing support, encouragement, empowerment, and effective teamwork to enhance loyalty and engagement.
* Promotes individual and parish’s integrity by exhibiting ethical behaviour to maintain high standards for the parish and its constituents.
* Responds to the needs of parishioners through effective communication, mutual respect, and consistent follow through to generate trust and enhance personal effectiveness.
* Other duties may be assigned.

**Financial Duties**

* Responsible for accounting and bookkeeping functions, including payroll.
* Prepares monthly and annual financial statements with supporting analysis to meet Government and Chancery requirements.
* Responsible for timely T4 issuance and distribution.
* Inputs parishioner’s financial contributions, prepares annual tax receipts and oversees deposits.
* Keeps documents and records updated in electronic databases.
* Administers the employee benefit programs for the Parish.
* Prepares statements for Financial Council and attends meetings on as needed basis.
* Oversees the preparation of budgets by anticipating expected revenues and expenses to achieve parish objectives.
* Other duties as required.

**Requirements**

* Post Secondary education in a relevant field preferred.
* Advanced knowledge of Microsoft Office.
* 2-3 years of prior secretarial/office experience preferred.
* Knowledge and experience in bookkeeping and PDS (Parish Data System) considered an essential asset.
* Strong attention to detail, and ability to organize and prioritize efficiently.
* Strong Communication and interpersonal skills.
* Ability to work independently and follow instructions.
* A good understanding of and respect for Catholic Doctrine, Liturgy and practice.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.

For further information or inquiries, please use the following email contact:

gokpuruka@hamiltondiocese.com.