

Position Opening:

Finance Assistant

30-40 Hours Per Week

Process invoices and maintain accounts payable using the accounting software ***Sage Intacct and Dynamics 365 Navision.***

- Assist in answering phone calls for the Parish Office
- Record weekly offertory deposits including daily deposits and produce year-end tax letters using the software Parish Data Systems
- Record sales receipts and process accounts payable for the Thrift Shop
- Record deposits and process accounts payable for the School
- Maintain and enter daily online electronic giving donations
- Perform a variety of administrative duties as required by the office such as data entry, letters, mailings, etc.
- Prepare Mass card requests and assist in maintaining other office duties including records for the Columbarium
- Follow financial procedures and guidelines according to Diocesan Policies
- Mission Alignment: A respectful understanding of Catholic Church structures and a desire to support the St. Francis by the Sea community. Living a life in accord with the teachings of our faith.

Professional Requirements:

- Proficient in Microsoft Office and Microsoft applications
- Excellent oral and written communication skills
- Ability to work well with others
- High degree of integrity and the ability to maintain confidentiality
- Strong punctuality and dependability

Benefits

- Comprehensive healthcare, dental, and vision insurance
- Retirement plan options
- Paid time off (PTO) and paid holidays
- A stable, supportive, and faith-filled work environment

Send resumes or inquiries to: c-rzec@stfrancishhi.org