



Administrative Assistant

Our Lady of Lourdes Parish in Waterloo is looking for an administrative assistant. Reporting to the parish priest, this is a full-time position (37.5 hours/week), with occasional requirements to attend evening meetings. This position offers a competitive compensation and benefits package and a pleasant work environment.

Responsibilities will include:

- Greets visitors to the Pastoral Care and Administration Centre, and responds to telephone inquiries.
- Responsibility for accounting and bookkeeping functions, including payroll, accounts payable, and maintaining accurate records.
- Prepares monthly and annual financial statements with supporting analysis to meet government and chancery requirements.
- Maintains parish records, respecting confidentiality and privacy requirements.
- Participates in Parish Finance Council meetings and acts as the parish financial resource.
- Completes the Sunday bulletin for printing and distribution, and uploads it to the parish website.
- Maintains and updates the church calendar of events, coordinating wedding and funeral requirements, and schedules weekend ministries and weekly outreach activities.
- Orders office and maintenance supplies and equipment maintenance as required.

Knowledge and Skill Requirements:

- College diploma in business administration, accounting or equivalent preferred.
- Advanced computer skills required – proficient in MS Office and QuickBooks.
- Administrative skills normally attained from 2-3 years of experience in a related role.
- Must be able to work independently and have strong organizational skills.

Interested applicants are to **send a resume and cover letter** to

Our Lady of Lourdes Parish
173 Lourdes Street
Waterloo, Ontario
N2L 1N5

Or via email to lourdeswaterloo@rogers.com

Applications will be accepted until March 19, 2018.