



## St. Mary Catholic Church

### **St. Mary Parish, Trenton, IL is seeking a Secretary/Bookkeeper.**

The Secretary/Bookkeeper will perform secretarial and bookkeeping duties for the parish and pastoral staff. Responsibilities include answering phones, greeting visitors, creating weekly bulletins, bookkeeping, updating parish website, preparing sacramental records, supervision of weekly collection counters and data entry of contributions, scheduling of liturgical ministers and parish facilities and other usual secretarial responsibilities. Familiarity with web-site management or willingness to learn is a plus. Must have welcoming personality, time management skills and be able to maintain confidentiality. Requires previous secretarial and bookkeeping experience. Proficiency required in Quicken, Microsoft Office Suite, and census data management. Will be required to perform other duties as assigned by the pastor or requested by pastoral staff. This is a part-time position with weekly hours normally not exceeding 15-20 hours. Salary to be negotiated. The person who is hired will receive orientation by our current secretary during June 2019.

Practicing Catholic preferred with knowledge of Catholic teachings, practices and organizational structure. Send resume including two references to: St. Mary Parish, Attn: Fr. Joe Rascher, 215 W Kentucky, Trenton, IL 62293 **before April 29, 2019**. A job description and further information is available; contact at address listed or e-mail

FrJCRascher@stmarytrenton.com (Please enter in subject field: "Request info concerning Secretary position") or call Fr. Joe Rascher at 618-224-9335 (extension 6). Job description also available on parish web-site at StMaryTrenton.com.