



# ST. MARY CATHOLIC CHURCH and SCHOOL

320 State Street, Leipsic, Ohio 45856

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St. Mary Parish is searching for a full-time position in the Office of Finance and Administration. This individual would be responsible for providing direct support to the Pastor and the Principal. In addition to a full range of administrative functions, this individual would also provide bookkeeping services to the parish and school, maintain a financial bookkeeping system including accounts payable, payroll and cash receipts, balance accounts, ledgers, reconcile bank statements, prepare financial statements, the annual budget and any reports required by the Diocese.

Applicant should also be familiar with Human Resources laws and regulations and the Diocesan Protecting the Youth Program and work with our Maintenance Advisory Committee and Maintenance staff for the effective, efficient and safe maintenance and upkeep of our parish/school campus.

## **Primary responsibilities include:**

- Possess a working knowledge of Quickbooks and all Microsoft Office Products, most notably Excel, and MSWord;
- Preparation of Bi-Weekly Payroll including preparing the Jon Peterson Scholarship Invoice for reimbursement of JPSN expenses;
- Maintain Accounts Payable and Receivable;
- Prepare, analyze and present Monthly Financial Statements and Reports to the Pastor and the Finance Advisory Council;
- Prepare the Annual Budget for review by the Pastor and the Finance Advisory Council for review and approval before submitting to the Diocese;
- Prepare the Annual Report to the Diocese, and present to the Pastor and Finance Advisory Council for review and approval before submitting to the Diocese;
- Prepare the Annual Report to the Parish and work with the Pastor to prepare opening letter of the report before submitting it to the Parish;
- Work with Pastor, School Principal and school personnel to maintain family tuition balances; and fundraising initiatives;
- Aware and responsive to all necessary employee/government filings, such as FMLA, unemployment, and any COVID/Pandemic Relief packages available to the parish/school.

## **Candidates for the position must possess:**

- Bachelor's degree preferred but would consider motivated applicants with administrative and financial experience;
- Three (3) to Five (5) years of experience in a professional office;
- Proficient in Quickbooks and bookkeeping/accounting skills, strong organizational skills, working knowledge of Records Management Systems and excellent communication skills.

**Qualified candidates please submit cover letter, resume and salary expectations via email to [fatherronschock@gmail.com](mailto:fatherronschock@gmail.com) or via mail to Father Ron Schock, St. Mary Catholic Church, 318 State Street, Leipsic, Ohio 45856**