

## **Full-Charge Bookkeeper & Administrative Assistant**

St Ambrose Parish in Bristol, Vermont is seeking a detail oriented Full-Charge Bookkeeper & Administrative Assistant to manage daily accounting tasks and provide administrative support. This role is ideal for someone who is highly organized, accurate, and comfortable working independently.

### **Responsibilities**

- Manage full cycle bookkeeping: A/P, A/R, general ledger, bank reconciliations.
- Maintain financial records.
- Prepare monthly financial reports and assist with budgeting.
- Handle administrative tasks: phones, emails, filing, scheduling, document preparation.
- Maintain organized office and vendor communications.
- Assist the pastor in carrying out other duties as required for ministry.
- Maintain and prepare all parish and sacramental records.
- Notify other parishes of sacramental records and prepare duplicate certificates as requested.
- Assist with office work maintaining the copy machine and copying materials for pastoral endeavors.

### **Qualifications**

- Ability to work with others in a collaborative way. Ability to maintain discretion and confidentiality, ability to self-start, multi-task and prioritize projects, as well as ability to work independently without supervision.
- Full-Charge bookkeeping experience.
- **Working knowledge of QuickBooks, Excel, Word, and Canva.**
- Strong organizational and communication skills.
- Understanding of and sympathy with the practices and teaching of the Catholic Church.

### **Further Details**

- 15-16 Hours/week
  - The Parish office is open two days a week, Tuesday and Wednesday.
- Pay commensurate to experience
- To apply, submit a resume and letter of interest to Fr Steven Marchand, pastor, at [smarchand@vermontcatholic.org](mailto:smarchand@vermontcatholic.org)