

Part-time Parish Bookkeeper Position

OLPH-St. Agnes Parish

103 Center Avenue, Atlantic Highlands, NJ 07716

Opening for a part-time Parish Bookkeeper responsible for:

- Recording and processing all accounts Payable and Receivables for the Parish.
- Maintaining and inputting records into the general ledger using current software.
- Running Payroll.
- Providing administrative support to the Pastor and Parish Secretary.

Qualifications:

- Minimum of 3 years bookkeeping experience.
- Minimum Associate Degree in Accounting.
- Aptitude to understand and support the mission and purpose of OLPH-St. Agnes

Flexible work hours: 22 hours per week.

Pay rate: \$23.00 per hour

For prompt consideration, interested candidates should contact and e-mail complete resume to:

David R. Legg 732-872-9204 legg46@aol.com