



### **Holy Rosary is hiring: Pastoral Assistant for Administration and Bookkeeper**

Holy Rosary Parish is seeking two faithful Catholics to manage the fiscal and administrative operations of the parish and school community in West Seattle. The **Pastoral Assistant for Administration** is a full-time salaried position which is integral in shaping the parish's future. The successful candidate will serve as the business leader amongst the parish and staff, playing an active role in long-term planning, driving giving campaigns and systems, overseeing parish finances, ensuring prudent stewardship, plus managing compliance with related Church and secular requirements. The ideal candidate will have a strong background in business management and finance, is driven to achieve results, possesses a demonstrable track record of success, and has at least five years of experience in a similar business or non-profit role. The candidate must also have strong analytical, accounting, management, communications, and interpersonal skills. The **Bookkeeper** is a 0.8 FTE position which is responsible for administering the parish and school's fiscal resources. This includes but is not limited to managing accounts payables and receivables; preparing monthly/year-end reconciliations; and processing and recording deposits. The successful applicant will have demonstrated exceptional organizational skills, ability to prioritize and competency with Excel, Word, and Outlook. Familiarity with PDS Ledger and Church Office Management is desired but not required. Both positions include a competitive benefits package and compensation in accordance with Archdiocesan guidelines. Holy Rosary Parish is a vibrant community with over 1,600 families, a 500-student Pre-K through 8th school, a beautiful campus, many active ministries, and has been a vital part of West Seattle for over 100 years. To apply, please submit an [application for employment](#) and resume to Don Porth at [PAA@holyroaryseattle.org](mailto:PAA@holyroaryseattle.org).