



## ST. ISAAC JOGUES PARISH

1148 Finch Ave, Pickering ON L1V 1J6  
(905) 831-3353  
www.stisaacjogues.ca

### **Employment Opportunity**

#### **OFFICE ADMINISTRATOR**

#### **St. Isaac Jogues Parish**

1148 Finch Ave, Pickering, On, L1V1J6

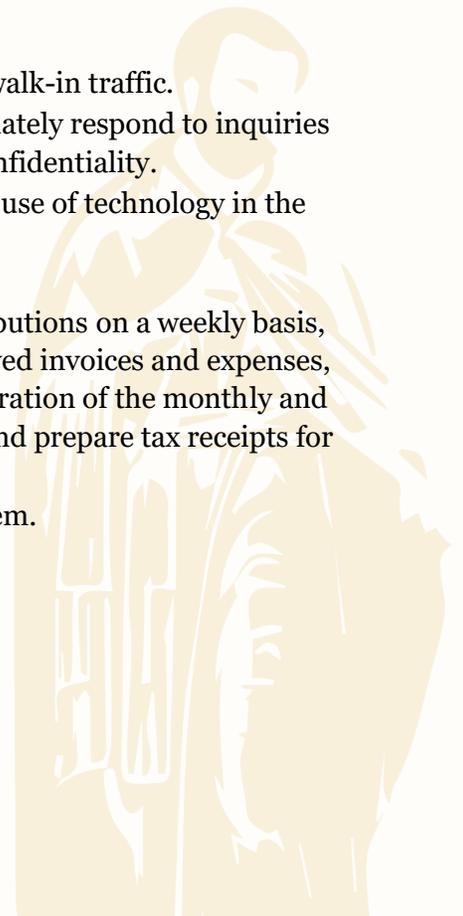
Full time (35 hours per week)

#### **Overview:**

St. Isaac Jogues Parish is seeking a full time Office Administrator to look after the efficient running of the parish office. This position is responsible for providing a full range of secretarial and related office services, including some bookkeeping responsibilities. The position works independently in responding to enquiries from parishioners and the Archdiocese, and provides day-to-day guidance and group leadership to office staff, volunteers, students and the Parish Ministry co-ordinators, as required. Being the initial window to the parish as a whole, it is crucial that the Parish Secretary have a welcoming and cheerful disposition and handle all visitor and telephone requests politely.

#### **Responsibilities:**

- Handle reception duties by courteously greeting visitors and walk-in traffic.
- Answer telephone calls in a professional manner and appropriately respond to inquiries or redirect calls, exercising great respect for discretion and confidentiality.
- In coordination with the pastor, lead the effort to make better use of technology in the parish office.
- Maintain and update Parish Database.
- Assist with parish accounting by reviewing the input of contributions on a weekly basis, inputting deposit information, preparing payments for approved invoices and expenses, reconciliation of ledgers to the parish bank account and preparation of the monthly and annual financial reports, generate audit reports, as required and prepare tax receipts for the year.
- Establish and manage electronic document management system.
- Coordinate scheduling of part time office staff.
- Coordinate scheduling of Parish Ministry events.
- Order supplies for the parish, as needed.
- Other duties, as required





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### **General Requirements:**

- College or university education and/or equivalent related experience preferably in a business, finance or technology related field.
- Minimum of three to five years of related work experience.
- Excellent interpersonal and customer service skills.
- Proficiency in Microsoft Office – Excel, Word & Publisher.
- Proven experience in working with various software packages
- Ability to prioritize, organize, meet deadlines and multitask.
- High degree of attention to detail.
- Understand the importance of maintaining confidentiality.
- Knowledge of parish operations and the Catholic Church.
- Respect and understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- A criminal background check will be required of the successful applicant

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Marc-Andre Campbell** at **[SIJcommunication@gmail.com](mailto:SIJcommunication@gmail.com)**. Deadline for receipt of applications is **March 26, 2021**. We thank all applicants, however, only those selected for an interview will be contacted.

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.*

