

# Corpus Christi Catholic Church

16 Lockwood Rd., Toronto ON M4L 1G8

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## Employment Opportunity

### Parish Secretary

#### Modified Full Time - 25 hours per week

Reporting to the Pastor, the Secretary performs administrative and financial duties in the parish office including the creation and the on-going maintenance of effective communication systems between the parish office, the chancery office, parishioners, parish volunteers and the public.

Main responsibilities of the Position:

- Manage daily administrative operations of the parish office
- Maintain office bookkeeping including payroll, accounts payable and financial reports
- Receive visitors, handle incoming mail, screen and direct telephone calls
- Respond to and create general correspondence
- Oversee scheduling of office & ministry volunteers
- Handle all invoicing, requisitions and ordering of supplies
- Maintain computerized data base of parishioners
- Maintain contact lists, registers, files and other information
- Other duties as required

General requirements:

- Superior written and verbal skills
- Demonstrated knowledge of Microsoft Office suite and experience using databases
- Experience in computerized accounting an asset
- Knowledge of parish & Archdiocesan structure
- Ability to work independently
- Some lifting and light physical work is required on occasion
- College Diploma in administration or equivalent
- One to three years of experience in similar type of position

Those wishing to be considered should submit their resume and cover letter in Word format to: [corpuschristi@bellnet.ca](mailto:corpuschristi@bellnet.ca). We thank all applicants, however, only respondents selected for an interview will be contacted.