

Order Number:

NY1528115

Date Job Order Received:

03/19/2025

Number of Openings:

1

Company Name:

St. Peters Church

Job Title:

Office Administrator

Minimum Experience Required:

2 Years

Job Description:

Responsibilities Under the direction of the parish community priest the office administrator is responsible for all duties associated with the financial recording, paying , tracking and communicating information related to the finances of the parish community. Other duties include scheduling, communicating, providing data, direction to the staff, ordering supplies, paying bills and all other duties associated with a vibrant religious community. Skills Excellent communication skills Knowledge of relevant software: MS office, word, excel,powerpoint or demonstrate the capability of learning these skills Accounting skills Ability to prioritize a number of task from a number of clients Attention to detail and accuracy This is a 40 hour a week job with benefits. If interested, please contact St. Peters office.

Job Location:

Lowville, New York 13367

Pay:

\$20.00 Hourly

Benefits:

No benefits specified.

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Phone or In Person
Birchenoff, Helen

St. Peters Church
5457 Shady Ave
Lowville, New York 13367
Phone: Birchenoff, Helen (315) 376-6662