



OUR LADY OF GOOD COUNSEL CATHOLIC CHURCH

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PART-TIME BUSINESS OFFICE ASSISTANT

Our Lady of Good Counsel Catholic Church (OLGC), located in Plymouth, MI, is committed to Unleashing the Gospel. Our vision is “to offer every person in our community a life-changing encounter with Jesus.” One of the ways we will succeed in achieving this vision is with the addition of the Business Office Assistant position.

ROLE SUMMARY

This position is responsible for assisting the Director of Finance and Human Resources along with our parish accountant in the development of successful financial procedures. The successful candidate will be enthusiastic, organized and have a quality of being accurate, with expressed joy in the Lord. The position is part-time with some flexibility in scheduling and reports to the Director of Finance and Human Resources. Position will start at approximately 12 hours per week with the understanding that the hours will increase to 19 per week within a year.

ESSENTIAL DUTIES

- Assist parish Accountant with account balancing, report creation and filing.
- Create parishioner doner profiles in Parish Soft.
- Responsible for the development of the annual giving statements.
- Be a contact for parishioners with questions regarding online giving.
- Prepare vendor statements for payment.
- Assist parish Bookkeeper with weekly collections.
- Responsible for parish office supply order and Amazon balancing procedure.
- Provide assistance with payroll related activities.
- Provide additional office support as needed.

QUALIFICATIONS

- Must have a good understanding of bookkeeping with experience in a Catholic parish preferred.
- Working knowledge of Parish Soft, Excel and Word.
- Must be able to maintain strict confidentiality handling highly sensitive material.

TO APPLY

Qualified candidates should submit:

- Resume
- Cover letter
- Statement of faith

Send to: jouppid@olgcp parish.net

Subject Line: Business Office Assistant (attachments in PDF format only).