

Business Office Assistant

St. Anne Catholic Church – Houston

Summary:

St. Anne, a large parish in central Houston, is seeking a Business Office assistant who can succeed in a faith-based, fast-paced, dynamic work environment. This position often wears many hats and provides help to vendors, employees, priests, and parishioners. The person in this position will do accounts payables for the church and for the Basilian Priests, mail distribution, key distribution, order office supplies for the campus, correspond with the copier and printer companies, among other duties.

Education and Experience Requirements:

Associates degree in accounting or 5 or more years of related office experience. Must be organized and work well with others. Microsoft Office products and keyboarding is a must. ParishSoft and QuickBooks application knowledge is a plus.

Hours for this position are Monday – Thursday 8am-4pm (32 hours per week).

Salary commensurate with experience.

Please send your resume to pgolden@saintanne.org for consideration.