

Administrative Assistant/Bookkeeper ~ Part-Time (no benefits)
St. Joseph Catholic Church, Zephyrhills
10/21/18

We are searching for someone who has a friendly and welcoming personality with a familiarity of Catholic teachings. Someone who can work independently, stay organized, and always maintain the highest level of confidentiality. The candidate should have experience with Microsoft Office and Excel and have some past experience with accounts payables. This qualified person needs to be a team player as you will work closely with the Pastor, Business Manager, members of staff, volunteers, and all parish ministries.

A Level II FBI Background Screening and the completion of Safe Environment Training is required for this position.

If interested, please forward your resume and cover letter to:
Beverly Burgess, Business Manager
Beverly@stjosephzephyrhills.org