

St. Augustine's Episcopal Church in Metairie, LA, is currently seeking a part-time Parish Secretary/Financial Administrator to work approximately 25 hours per week. Expected start date is June 1, 2023.

St. Augustine's Episcopal Church in Metairie, LA, is a faith-led community working for the greater good and growing in the image of Jesus Christ. Our parish includes St. Augustine's Episcopal Preschool for children ages 2-4. Our mission statement perfectly expresses our goal: creating a joyous gathering place for well-being and service as we seek to follow Jesus!

Ideal candidates for the position of part-time Parish Secretary/Financial Administrator have:

- Bookkeeping and accounts payable experience
- Experience with ACS Technology software
- Strong communication skills
- Ability to manage multiple priorities
- Previous church experience a plus

Weekly duties would be to:

- Assist and support the Rector and Vestry
- Keep all accounts up to date and reconcile monthly
- Take deposits to the bank weekly
- Move funds from ACH pledge payments to operating account
- Enter individual pledge giving in Realm
 - Generate and send out giving statements as required
- Pay bills on time from list approved by Rector
 - Create and maintain annual calendar of payment due dates for all parish bills
- Enter all deposits and expenses for preschool account
- Coordinate payroll with Paychex
- Prepare monthly financial statements for parish and school, and bank statement and credit card reports for Finance Committee
- Reimburse members for approved purchases
- Work with Finance Committee to prepare budget
- Produce financials and prepare the Diocesan Annual Report
- Assist Communications Director with preparing weekly service bulletins

Please contact Dotty Suthon at dmsuthon@att.net or 504-452-5306.