

## **Secretary/Bookkeeper**

### **St. Joseph Catholic Church, New Waverly**

Full time position to provide the pastor and parish community with essential secretarial and clerical skills.

Job description: Receptionist duties including answering phones, bookkeeping, prepare reports, process vendor invoices, maintain accounts payable and receivable files, working knowledge of computer software

Spanish helpful but not necessary.

A Catholic in good standing is also a plus.

Interested applicants submit resumes to: [jimpinto@gmail.com](mailto:jimpinto@gmail.com)