

# **Administrative Assistant Accounting & Facilities**

## **St. Cecilia Catholic Church**

### **JOB SUMMARY:**

We are seeking a reliable and highly organized full-time **Administrative Assistant** to provide support to both our **Accounting** and **Facilities** departments. This hybrid role involves handling administrative and clerical tasks such as managing invoices, assisting with account reconciliations, maintaining financial records, coordinating vendor communications, scheduling facility maintenance, and ensuring office operations run smoothly. The ideal candidate is detail-oriented, proactive, and able to manage multiple priorities in a fast-paced environment. Proficiency in office software, basic accounting knowledge, and strong communication skills are essential for success in this role.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Primary duties to include, but are not limited to:

Assist with data entry and maintenance of financial records. Reconcile bank statements and general ledger accounts. Support month-end and year-end closing procedures. Assist with payroll processing and related documentation. Prepare financial reports and summaries as needed. Track and manage facility-related expenses and service contracts. Schedule and oversee routine building services (e.g., cleaning, HVAC, pest control). Communicate with building management staff on shared services or issues. Maintain organized records of service requests and work orders. Manage building access, security badges, and visitor protocols. Monitor and maintain inventory of office and facility supplies.

### **QUALIFICATIONS**

- High School Degree required, college education in Business Management and/or Computer strongly desired
- Proficiency in Microsoft Office and Outlook required
- Minimum of two years' experience in the field of clerical/record keeping, word processing and/or administration
- Obtain clearance for employment based on Archdiocesan background check
- Experience working within the Catholic community preferable

### **SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Requires the ability to maintain confidential information with the highest degree of discretion at all times
- Follows Archdiocesan Ethical and Personal Conduct
- Clear and comprehensible oral and written communication
- Able to gather reliable and pertinent information essential for the pastor to make informed decisions
- Task-oriented with an excellent sense of priority, logic and objectivity
- Highly organized and capable of handling a number of sensitive and important issues simultaneously
- Redirect inquiries to appropriate staff and resources

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

General office environment; weekend and evening work may be required. The physical demands are

representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodation may be made. Frequently required to sit, stand, talk, hear, walk, use hand to finger and reach with hand and arms. The employee must occasionally lift and/or move up to 20 pounds.  
EOE. M/F/Disability/Veteran

Please email your resumes to: [mayala@saintcecilia.org](mailto:mayala@saintcecilia.org).