

Parish Administrator/ Bookkeeper/Secretary

St. Mark's Church, located in Sea Girt, NJ,

is seeking a self-motivated, dynamic and resourceful individual to fill the position of Parish Administrator/Bookkeeper/Secretary. This multi-faceted, hands on position includes responsibility for implementing and coordinating all parish financial functions including bookkeeping, payroll and coordinating with and preparing financial reports for the Diocese of Trenton, supervision of the parish administrative staff and support for parish activities such as special events, services and church organizations. The successful individual will work closely with the pastor to address the needs of the parish and interact regularly with parishioners needing assistance. Requirements include a bachelor's degree with a minimum of five years of related administrative experience, strong organization, communication and interpersonal skills. Prior supervisory experience and work in a parish setting is preferred. Must be able to multi-task, make decisions and work independently. Strong computer skills are essential with knowledge of Microsoft Office and Quickbooks required.

**Interested candidates should send their resumes to
rectory@stmarkseagirt.com**