

## FINANCIAL MANAGER

St. Mary of the Assumption Church, Lancaster Ohio is seeking a full-time Finance/Bookkeeper.

Job Requirement / Education / Training / Experience / Responsibilities (not limited to)

- Must have accounting and bookkeeping experience
- Must be familiar with and competent QuickBooks, Excel, Paycor, Word
- Responsibilities include: payroll, accounting, bookkeeping, reporting, record keeping, financial management, insurance and benefits
- Have the ability to work well with others
- Maintain all information in a highly confidential manner

Offer of position is contingent upon successful completion of a mandatory background screening and the VIRTUS "Protecting God's Children" program. Salary is commensurate with education and experience.

A copy of the job description is available upon request. Resumes and three (3) references, both personal and professional, may be e-mailed to [jogilvie@stmarylanaster.org](mailto:jogilvie@stmarylanaster.org) no later than April 13, 2018.