

# **Two Part-Time Positions Being Posted For St. John Neumann's Parish Office**

## **Bookkeeper - Up to 20 hours Per Week**

Computer Skills Needed as well as experience: Excel and Word.

Job Duties Are as Follows:

Pay All Outstanding Bills, Preparations of Monthly Financial Statements and Reconciliations, Year End Budget Analysis,

HR Responsibilities: i.e. Including Payroll and Employee Benefits and other duties as directed by the Parish Administrator.

## **Receptionist - Up to 25 hours Per Week**

Monday, Wednesday, Thursday 10 am - 2 pm

Tuesdays and Fridays 9 am - 3 pm

Duties Are As Follows but Not Limited To:

Answering of Phone and Emails, Answering the Door and Greeting Guests, Completion of Mass Intentions and Mass Cards, Retrieval of Federal Mail, Photocopying and other duties as directed by the Parish Administrator.

**Interested Candidates should submit Resumes for these positions to the Attention of Michael Rocco by mailing to the Parish Office 560 Walton Ave Mt. Laurel, NJ. 08054 their resume or emailing directly to [Mike.Rocco@sjnmtl.org](mailto:Mike.Rocco@sjnmtl.org).**

**Resumes must be mailed in or emailed by Friday, February 16<sup>th</sup> by Closing at 3 pm.**