



**II. QUALIFICATIONS:**

- A. A minimum of a high school diploma is required. Additional 2 to 4-year business degree would be beneficial.
- B. Possess a good understanding of general accounting concepts.
- C. Prior experience in accounting/bookkeeping office environment would be essential.

**III. COMPETENCIES:**

- Ability to view this position as a ministry to the Catholic Church.
- Awareness that confidentiality regarding operational information is expected
- Knowledge of general purchasing principals.
- Excellent verbal and written communications skills.
- Possess strong organizational and coordination skills.
- A strong work experience with accounting software in a Microsoft Windows environment including Word, and Excel.
- Possess strong interpersonal skills.
- Ability to communicate effectively, both orally and in writing.
- Ability to prioritize work and multi-task accurately with minimal supervision.
- Strong problem solving and customer service skills.
- Strong attention to detail and accuracy.

**IV. PHYSICAL REQUIREMENTS: Some lifting and moving of materials and supplies may be required.**