

The Diocese of Erie is seeking an individual to provide part-time support to the Office of Financial Services for St. Mark Catholic Center in accordance with established norms of accounts payable and purchasing duties and responsibilities as assigned by the Director of Accounting along with any additional functions that may be assigned on a part-time and as-needed basis.

Qualifications include:

- A. A minimum of a high school diploma. A 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.

For a complete Position Profile listing other requirements of this job, including an application for this position, go to <http://www.ErieRCD.org/employment.htm>.

Completed application with cover letter and resume can be submitted to:

Finance Search Team  
c/o St. Mark Catholic Center  
429 E. Grandview Blvd.  
P.O. Box 10397  
Erie, PA 16514-0397

Or to [apSearch@ErieRCD.org](mailto:apSearch@ErieRCD.org).