

## **Job Title – Business Office Administrative Assistant**

**Hours** - Full-time

**Parish** – St. Raphael Catholic Parish  
1215 Modaff Road  
Naperville, IL 60540

### **Start a Great Career with a Great Purpose!**

Our mission as a people of God is to affirm and love, forgive and accept forgiveness, to listen, prayerfully discern and speak out. We are called to comfort, to challenge, to participate, to welcome, to evangelize, to teach and to heal. The Spirit empowers us to continue this commitment to the St. Raphael Faith Community and to the world. We are recognized as a Diocese of Choice!

### **In this role, you will...**

- Support the mission and purpose of the parish and school
- Oversee Sunday collection process and prepare bank deposits
- Assist with School tuition billing and collection process
- Process parish and school invoices and maintain files and record retention policies
- Assist with Catholic Ministries Annual Appeal
- Collaborate with Pastor, Business Manager, and Principal on events and other tasks as needed

### **Required**

- Experience in Microsoft Office, Google Docs, and accounting software
- Ability to learn new software related to financial processes
- Ability to handle phone calls promptly and courteously
- Ability to maintain strict confidentiality
- Ability to work independently with responsibility
- Practicing Catholic who understands and supports the teachings of the Roman Catholic Church

### **Preferred**

- Bachelor's Degree and Bookkeeping experience are a plus
- Experience using accounting software, Excel & Word high preferred and Google Docs

If interested in this amazing opportunity, please send a cover letter and resume to Marian Johnston at [mjohnston@st-raphael.com](mailto:mjohnston@st-raphael.com)