

## **Job Opportunities at Holy Cross Church**

**Secretary - Holy Cross, Freeville, NY** - seeking applicants for this part-time position (9-12 hours/week, 3-4 hours each of three days) to provide skilled secretarial service and related office services in the Parish Office. Duties and responsibilities will include answering the phone, welcoming visitors, processing mail, managing the parish calendar, facilities schedule coordination, maintaining office files and lists, posting weekly offerings, preparing parish items for weekly bulletin, maintaining sacrament records, preparing bulk mailings, maintaining inventories of liturgy and office supplies, purchasing of approved supplies, making deposits and assisting the business manager as needed.

Qualifications include a degree in secretarial science or equivalent experience, proficiency in Microsoft Office applications, ability to honor and maintain confidentiality, ability to work effectively with a diverse group of individuals and ability to present and maintain a welcoming, positive presence.

**Business Manager - Holy Cross, Freeville, NY** - seeking applicants for this part-time position (8-10 hours/week) to provide accounting, budgeting, accounts payable, accounts receivable, general ledger, vendor ledger, financial record-keeping and reporting, analysis, account reconciliations, acting as liaison to the Holy Cross Finance Council, contact for information technology (computers and systems), and overseeing collection teams. Duties for the Cluster Parishes (Holy Cross, All Saints (Lansing), and St. Anthony (Groton)) involve implementation of the finance and human resources policies and procedures of the parish and the Diocese of Rochester, preparing the cluster payroll, managing information in the Paychex System, maintaining original human resource and personnel files, auditing the All Saints and St. Anthony financial reports prior to the respective finance committee meetings, preparing cluster combined financial reports, acting as staff liaison to the Cluster Finance Council and attending meetings, budgeting for shared expenses of the cluster, including billing and reconciliation of shared expenses.

Qualifications include a degree in accounting or business management with a concentration in accounting, proficiency/experience in electronic accounting (Peachtree and/or Sage/MIP preferred), proficiency in Microsoft Office applications, ability to honor and maintain confidentiality, ability to work effectively with a diverse group of individuals and possess people and communication skills.

**Please respond by JANUARY 25 and send resume and cover letter to:**

**Fr. Eloo, Holy Cross Church, 375 George Rd., Freeville, NY 13068  
or via email: [malachynw@gmail.com](mailto:malachynw@gmail.com)**