

Parish Administrative Assistant (Full-Time, Benefits Eligible)
St. Anne's Catholic Church | Le Sueur, MN
30–35 hours/week (flexible hours) | \$20–22/hour (DOE)

St. Anne's Catholic Church is seeking a dependable, detail-oriented **Parish Administrative Assistant** to play a central role in the day-to-day operations of the parish—including bookkeeping and basic accounting, essential administrative support to the Pastor and parish staff, and timely communications to the parish. This position collaborates with St. Anne's School administrative team to ensure proper collaboration between the church and school.

Key Responsibilities

- Manage parish bookkeeping tasks (collections, deposits, payables, payroll support)
- Maintain parish records and databases (membership, sacramental records, parish calendar)
- Provide front office support (phones, visitors, mail, supplies, general administration)
- Support parish communications (weekly bulletin, email requests) and assist with projects/events as needed

Successful candidates will have the following:

- Office experience (bookkeeping/accounting experience strongly preferred)
- Strong organization, confidentiality, and customer service skills
- Proficient with common office software (Word/Excel, Canva, etc.)
- Able to multitask in a busy environment with calm professionalism
- Must successfully complete required Archdiocesan background check
- Respect for Catholic mission and practices

To apply: Please submit a resume and cover letter to:

Fr. Chris Shofner, Pastor
Church of St. Anne
503 N. 4th Street
Le Sueur, MN 56058

Or by email: Fr.Chris@hotmail.com