

DATA ENTRY SECRETARY

TYPICAL DUTIES AND RESPONSIBILITIES

Data Entry Secretary will report directly to the Business Manager
and will be responsible for the following duties:

1. Data entry and the balance of Sunday, holy day, and special collection envelopes
2. File collection reports
3. Update Communion lists for Nursing Homes
4. Enter and Update Census files
5. File general checking account invoices at year end
6. Assist the Business Manager

SPECIFICATIONS

Jobs assigned to the Staff Secretary will typically require:

Education and Training --High school degree+

Knowledge and Skills

--Knowledge of Office etiquette

--Knowledge of Microsoft Word, Excel, Publisher, Parish Soft

--Operation of Office equipment

(e.g. computer, photocopier, etc.)