

***Our Lady of Lourdes Parish & School
is hiring a Full Charge Bookkeeper / Business Manager***

**This is a fulltime position requiring at minimum an
Associates Degree and preferably at least two years of experience.**

Pay is dependent on experience and quality of work.

The scope of work includes both parish and school accounting needs, financial statements, budgets & financial interactions with the Diocese, foundations, retirement & insurance companies, state & federal entities, and all vendors necessary for ongoing operations of our facilities.

**Please contact the parish office with questions or to
submit a resume, 452-6464 or 409 13th St S, 59405.**