

St. Francis de Sales is now accepting applications for a qualified Financial Secretary. Interested applicants should obtain [application materials](#) from the Diocese of Las Vegas website.

**St. Francis de Sales  
Position Available: Financial Secretary  
For Parish and School**

This is a full-time position with benefits. The Financial Secretary is responsible to the Pastor and Principal for maintaining the Church and School financial and contribution records.

Qualifications:

Proficiency in Windows, Excel, Word, QuickBooks Online, Ten Key, Typing and Parish Data Systems (PDS).

Additional requirements include: accurate accounting skills and experience with bank reconciliations, online banking, journal entries and accounting reports. The Financial Secretary is also responsible for payroll reports, timesheets, and employee records. Applicant must have the ability to interact and effectively communicate with office personnel and the Parish/School community.

Please forward an application, resume, and three letters of recommendation to:

Rev. Bruno Mauricci, Pastor  
St. Francis de Sales  
1111 Michael Way  
Las Vegas, NV 89108

E-mail to: [frbruno@sfdslv.org](mailto:frbruno@sfdslv.org)

Applications are available in the school office and on the Diocese of Las Vegas website. Interviews will be scheduled following the screening of applications. Applications will be accepted until position filled. All applicants must be able to pass a background check.