Administrative Assistant, Financial Services (Full-Time)
Diocese of Erie | St. Mark Catholic Center | Erie, Pennsylvania

Join a Mission-Driven Team Making a Difference Across Northwestern Pennsylvania

The Diocese of Erie is seeking a professional, organized, and service-oriented **full-time Administrative Assistant** to support the Office of Financial Services at St. Mark Catholic Center in Erie, Pennsylvania.

This important position provides administrative, clerical, and organizational support to the Chief Financial Officer, Controller, and Financial Services staff. The successful candidate will play a vital role in the stewardship of diocesan resources while supporting the ministries, parishes, schools, agencies, and programs that serve our diocesan community.

What You'll Do

As the Administrative Assistant, you will:

- Provide comprehensive administrative and secretarial support to the Financial Services Department.
- Manage correspondence, communications, filing systems, and departmental records.
- Coordinate calendars, meetings, schedules, and departmental activities.
- Assist with financial reporting processes, parish statements, audit verification letters, and donor correspondence.
- Prepare meeting materials, record minutes, and support diocesan councils and committees.
- Assist with governance, compliance, and documentation requirements.
- Serve as a welcoming and professional point of contact for visitors, parish representatives, school personnel, diocesan departments, and vendors.
- Support special projects and initiatives that advance the mission and operations of the Diocese.

Qualifications

Qualified candidates will possess:

- High school diploma or equivalent required.
- Associate degree in Business Administration, Accounting, Finance, or a related field preferred.

- Minimum of five years of administrative support experience in a professional office environment.
- Experience supporting executive leadership and familiarity with financial records or accounting functions preferred.
- Strong organizational, communication, and customer service skills.
- Proficiency in Microsoft Office applications.
- Ability to maintain confidentiality, manage multiple priorities, and work effectively both independently and collaboratively.

Why Join the Diocese of Erie?

At the Diocese of Erie, your work has purpose. You will be part of a collaborative team dedicated to serving others and strengthening the mission of the Church throughout northwestern Pennsylvania. This is an excellent opportunity to apply your professional talents in an organization that values integrity, service, stewardship, and excellence.

Apply Today

If you are a dependable professional with a passion for organization, service, and excellence, we encourage you to apply.

Application Deadline for Best Consideration: October 23, 2026
(Applications will be accepted until the position is filled.)
Please submit your cover letter, résumé (including references), and application using one of the following methods:

Email:
hrinfo@eriercd.org

Online:
https://www.eriercd.org/employment.html
(Complete the online application and email your résumé and cover letter.)

Mail:
Attn: Human Resources – Administrative Assistant – Finance Search
Diocese of Erie
429 E. Grandview Blvd.
Erie, PA 16504

Build your career while supporting a mission that impacts communities throughout the Diocese of Erie. Apply today and become part of a team dedicated to faithful stewardship and exceptional service.