

St. Peter Catholic Church
Job Description

Position:	Accounting and Database Management Assistant
Classifications:	Non-Exempt – Full time (40 hrs/wk)
Reports To:	Finance and Operations Manager
Evaluation By:	Finance and Operations Manager and Pastor
Supervises:	None

Job Summary: To assist with dual control items, correspondence, financial and database recordings, volunteer document compliance, maintain the accuracy and integrity of data files, and other duties as assigned.

Essential Functions:

- Parish Database: Reviews data for consistency & accuracy; posts new and updated data, volunteer participation, sacramental electronic records; and recommends the merging of data files
- Obtains, processes, maintains volunteer/staff documents for compliance with Diocesan Safe Environment policies
- Under direction of the Finance and Operations Manager:
 - Reviews and assists with Diocesan Risk Management policies and procedures
 - Purchases office supplies, program supplies, furniture and equipment
 - Prepares reports for staff, ministry leads, parish councils, and Diocese
 - Updates and maintains the offertory collection envelope database software
 - MACS: Reviews and processes voucher applications and annual parish membership records
- Accounts Payable – records and processes payables, mails checks, maintains vendor files – including W9s and Insurance Certificates
- Accounts Receivable
 - coordinates and maintains count teams for offertory collection, counts collections; processes receivables
 - bank deposits at the bank or with check deposit software
 - post financial data into accounting and parish database
- Prepares financial/business correspondence (i.e. thank you letters, new member packets, business office mass mailings, etc.)
- Maintain the contracts, reports, and files for the Columbarium
- Back up essential duties of Finance and Operations Manager as required

Other Responsibilities:

- Participate in meetings with staff, councils and volunteers
- Assist Finance and Operations Manager with special projects
- Assist other staff as directed by Finance and Operations Manager for special projects
- Serves as backup to the Executive Assistant with telephones and Mass Intention requests as needed

Qualifications:

- Associates degree in accounting or equivalent work experience
- Proficiency in accounting and database management software, Microsoft Office Suite, and report writing software
- General working knowledge of church office environment preferred
- Ability to work accurately and efficiently with little direction
- Working knowledge of office equipment (copiers, telephone systems, computers, calculators, etc.)
- Valid NC or SC driver's license
- Must complete Protecting God's Children compliance within 30 days of employment

Physical Requirements:

- Sitting, walking, typing, standing, lift and carry up to 25 lbs

Work Environment:

- Parish Office

Core Competencies:

- Functional/Technical – Utilizes technology applications effectively and efficiently; is attentive to and observant of details related to the work being done; is accurate in performing work responsibilities; is creative in determining solutions for accomplishing work at hand; effectively and efficiently uses available resources; applies practical knowledge to addressing problems and challenges.
- Interpersonal Skills – Establishes good working relationships with others; treats others with respect and consideration; practices attentive and patient listening; works well with people at all levels of the parish; builds appropriate rapport; is approachable and pleasant.
- Initiative – Enjoys working hard; is action oriented; seeks and takes advantage of opportunities; sets high expectations for self; works well without close supervision or detailed direction.
- Time Management – Uses time effectively and efficiently; prioritizes tasks based upon importance or urgency; projects focus; manages interruptions without disruption to the task at hand.
- Parishioner/Staff Focus – Focuses on the needs of both staff and parishioners; willingly provides services when needed; responds promptly to requests for answers and resources from those needing services; is flexible and adaptable to changing situations.

This description is not intended to be an all-inclusive list of duties, responsibilities and skills required for the performance of this position. The employee will also perform other related duties as assigned by his/her supervisor/manager.

I have read the above and agree to its provisions.

Employee Signature: _____ Date: _____

Supervisor/Manager Signature: _____ Date: _____