

## PARISH POSITION DESCRIPTION

*The following information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.*

**MINISTRY CLASSIFICATION:** ADMINISTRATIVE

**POSITION TITLE:** SECRETARY/BOOKKEEPER      **SUPERVISOR:** OFFICE ADMINISTRATOR

**GRADE LEVEL:** IV

**FSLA STATUS:** NON EXEMPT HOURLY

### POSITION SUMMARY

Welcomes and greets people by phone and in person and provides general parish/ministry information to visitors. Individual is responsible for the maintenance of a complete set of records covering all financial transactions of the parish.

### ESSENTIAL FUNCTIONS

- Answers phones, takes messages and/or refers callers to appropriate party
- Registers new parishioners.
- Assists with copy work
- Prepares Sunday documents; prayers of the faithful, announcements and bulletin
- Sorts and distributes mail
- Classifies, verifies and posts items in the general ledger
- Balances financial books and records and distribution of debit and credit items
- Compiles financial statements and reports for pastor and finance council
- Prepares invoices and processes distribution of payments according to parish

### PERIPHERAL FUNCTIONS

- Receives and record payments for various programs
- Types general correspondence and Sacramental certificates

- Maintains Sacramental records
- Processes payroll for parish staff
- Helps in developing a proposed budget for Pastor and finance council
- Attends finance council meetings

#### SKILLS & EXPERIENCE REQUIRED

Must have good basic clerical and computer skills, with knowledge of Word and Excel and an ability to create spreadsheets and reports. This position requires a high level of pastoral, interpersonal skills, solid organization skills and a familiarity with parish process and standards as well as diocesan policies. They must have a minimum of three years' experience as a full charge bookkeeper in a parish or secular position, familiar with GAAP and able to successfully pass the diocesan skills test. Must be knowledgeable of Catholic teaching, parish ministries, and an ability to speak and write in the English and Spanish languages.

#### POSITION SCOPE

This position holds the responsibility of greeting and welcoming visitors and parishioners to our parish. It is necessary that this staff member present a hospitable and pastoral demeanor at all times. They will report to the Administrative Assistant and the Pastor, depending on the task and they will have extensive interaction with other staff members, outside vendors, ministry volunteers and diocesan personnel.

#### EDUCATION & CREDENTIALS REQUIRED

They must have a High School diploma and two years college or technical school, it is also required to have a clean credit history and clear a background check. Completion of PMFP is required, but the completion of CMFP is preferred.

#### PHYSICAL REQUIREMENTS

Sitting, speaking, hearing, seeing, reaching, repetitive hand/finger movements, sense of touch/feel, prolonged gripping of an item, lifting 10+ lbs on an occasional basis.