

SECRETARY / OFFICE MANAGER

PRIMARY FUNCTION OF THIS POSITION

The Secretary/Office Manager welcomes all who come into or telephone the parish office, provides administrative and related office services to the pastor, staff and members of parish committees and serves as the bookkeeper for the parish. This position will be knowledgeable of church activities.

HOURS: Monday-Friday 40 hours/week

REPORTS TO: Pastor

CLASSIFICATION: Non-exempt

POSITION RESPONSIBILITIES

1. Provide receptionist services for the parish office
 - a. Welcome and direct visitors
 - b. Answer telephone and direct calls appropriately
 - c. Keeps lobby and reception area neat and orderly.
2. Perform secretarial duties for the pastor, staff, and other designated committee members
 - a. Coordinate Staff meetings
 - b. File paperwork
 - c. Coordinate travel
 - d. Notify pastor of Hospital/Sick calls and deaths
 - e. Serves as cemetery sexton for parish
3. Oversee Parish Communications
 - a. Prepare weekly bulletin
 - b. Inform IT/Webmaster of updates/announcements for website
 - c. Prepare New Member Packets
 - d. Update Parish Forms
 - e. Update Ministry-Specific Literature
 - f. Maintain Office Procedures/Reference Manuals
4. Manage & maintain Church Calendar
 - a. Scheduling Weddings, Funerals, Baptisms,
 - b. Informing Appropriate Organizations of scheduled events
5. Operate office machines and monitor maintenance schedules.
6. Order and/or purchase office supplies.
7. Provide committee support
 - a. Obtain minutes / agendas for various committees, copy and mail/email to all members
 - b. Maintain database of members for committees, provide labels, name tags, etc.
 - c. Copy/fold various materials for committees
8. Maintain parish and diocesan records.
 - a. Membership Records
 - b. Annual Reports
 - c. Prayer Chain
9. Mail/E-mail/Fax handling
 - a. Daily sort incoming mail and faxes. Respond as appropriate.
 - b. Respond to and/or route all incoming e-mail
10. Provide bookkeeping and payroll services to the parish.
 - a. Accounts Payable
 - b. Tithing Records
 - c. Bank deposits
 - d. Petty Cash
 - e. Payroll preparation, direct deposit and tax payments
 - f. Maintain general ledger/journal entries

- g. Implement electronic funds transfers

POSITION SPECIFICATIONS/REQUIREMENTS

- 1. Skills, Knowledge and/or Abilities
 - a. Must have knowledge of and skill in using personal computers and office machines
 - b. Must be highly proficient in using Quickbooks and Microsoft Office products
 - c. Must have ability to communicate verbally and in writing, Bilingual (English and Spanish) a plus
 - d. Must have ability to maintain confidentiality and exhibit professionalism
 - e. Must have good interpersonal communication and organizational skills
 - f. Must have ability to learn new software programs as needed
 - g. Must have the ability to work efficiently, be flexible and maintain composure in various circumstances
- 2. Education, Training and/or Experience
 - a. Associate's Degree or higher or equivalent
 - b. 1-3 years' experience in an administrative position, working with the general public
 - c. Successful Completion of a Background Check and Safe Environment Requirements set forth by the Diocese of Davenport

The above statements are intended to describe the general nature and level of work required of this position. It is not an exhaustive list of all responsibilities, duties and skills required.

Employee Signature

Date

Supervisor Signature

Date