

## **JOB DESCRIPTION**

### **POSITION NAME:**

Secretary/Receptionist/Bookkeeper

### **GENERAL STATEMENT OF DUTIES:**

Provides administrative support, skilled secretarial services and coordinates the parish office. Maintains accurate parish records. Provides day-to-day financial support services including accounts payable, payroll processing, and deposits as well as maintaining parishioner tithing records and providing occasional general office support.

**REPORTS TO:** Pastor or Business Manager

**FLSA STATUS:** Non-Exempt

### **POSITION CONTENT**

Major Position Responsibilities and Regular Activities include:

- I. Financial Management
  - a. Documents and maintains individual parishioner contributions for the parish.
  - b. Responsible for providing annual parishioner letter of contributions to each household.
  - c. Provides annual reporting to Archdiocese as required.
- II. Pastor Support
  - a. Provides secretarial support for the Pastor.
  - b. Performs other duties and tasks as assigned by the Pastor.
  - c. Assists Pastor and Funeral Director in coordinating funeral arrangements and accommodations.
- III. CRE/DRE Support
  - a. Works in collaboration with the CRE/DRE to provide support for the cluster regarding Religious Education needs.
- IV. Communication/Information
  - a. Works with Pastor to keep and safeguard accurate Sacramental records for parish community.
  - b. Seeks and oversees volunteers within the parish to support the mission of the Church.
  - c. Provides services to parishioners and the church by answering phones and other duties as assigned.
  - d. Acts as a liaison to Archdiocesan administrative agencies
  - e. Acts as liaison to local government agencies as necessary
- V. Provides bookkeeping and payroll services to the pastorate.
  - a. Accounts Payable
  - b. Bank deposits
  - c. Payroll preparation, direct deposit and tax payments
  - d. Maintain general ledger/journal entries
  - e. Implement electronic funds transfers
- VI. Maintains parishioner tithing records
  - a. Maintain parishioner contribution records
  - b. Provide requested reports

- c. Print/mail parishioner statements as needed

## VII. Office Support

- a. Provide labels, lists, and reports as requested by staff members
- b. Provide assistance with bulk mailings and envelope stuffing as needed
- c. Assist in other areas as needed

## VIII. Performs other work-related duties as requested.

**JOB SCOPE:** Position encounters both recurring work situations and occasional variations and questions. Incumbent operates from specific and definite directions and instructions, but also determines own practices and procedures, performing with moderate supervision.

**COMMUNICATION/CLIENT CONTACT:** Contacts are normally made inside and outside the Parish. Contacts are usually made at Pastor's request and frequently contain confidential/sensitive matters.

**SPECIFIC JOB SKILLS:** Understanding of general principles of office operations and secretarial procedures. Must be able to prioritize workload to meet demands. Requires excellent communication skills (both verbal and written), excellent interpersonal skills and organizational skills with ability to meet deadlines. High level of accuracy and attention to detail with ability to maintain high level of confidentiality. Requires demonstrated computer experience in Word and Excel required. Must be active and practicing member of the Catholic faith.

### **EDUCATION AND/OR EXPERIENCE:**

High School graduate with three to five years' secretarial experience. Two to four years' experience in parish, pastoral center or other related entity preferred, along with knowledge and understanding of church organization and operational procedures.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, finger, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

### **WORKING ENVIRONMENT:**

Work is performed in an office setting. Employee may be required to attend an occasional evening meeting and do extensive close computer work.

*The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SUPERVISES:** Volunteers