

**DIRECTOR OF ADMINISTRATIVE SERVICES**  
**26 April 2021**

I. IDENTIFYING INFORMATION

Status: Fulltime, Exempt  
Coordinates with: Parish Secretary, Administrative Assistant, Director of Maintenance, School Principal  
Responsible to: Pastor

II. PRIMARY FUNCTION OF THIS POSITION

The Director of Administrative Services (DAS) assists the Pastor by performing administrative tasks in the areas of parish finances and accounting, employee benefits, and parish facilities management.

III. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

- Maintains the accounting system for the parish
  - Prepares all journal entries and maintains ledgers
  - Oversees the deposit record in cash journal
  - Prepares and submits monthly and fiscal-year-end financial statements
  - Maintains all parish bank accounts
  - Verifies authorization for expenditures and processes check requests
  - Oversees the parish payroll system
  - Coordinates all aspects of School Choice audits and archdiocesan financial reviews
  - Prepares and submits the annual Confidential Financial Statement
  - Prepares stewardship reports and financial statements for the Finance Committee
  - Establishes and oversees internal financial controls
- Accounts for contributions and other deposits in an accurate and timely manner.
  - Supervises the record-keeping of stewardship donations
  - Facilitates electronic payments and donations
  - Oversees the production of calendar-year-end contribution statements
- Assists the Pastor with the administration of parish facilities and grounds
  - Monitors repairs and new construction
  - Secures bids for goods and services
  - Advises on the use of parish facilities by parishioners and non-parish groups
  - Coordinates and prepares the parish response to liability and legal concerns
  - Assists the Pastor and Director of Maintenance with the needs of the parish cemetery
- Works with the Principal to maintain the collection of school tuition and fees
- Works with the Principal to develop and submit grant proposals for the school
- Administers employee benefit programs
- Assists in the preparation of the parish budget
- Provides accounting advice and services for parish organizations involved in fundraising
- Attends meetings of the Finance Committee and archdiocesan BAAM meetings
- Performs other administrative duties as requested

## Job Description: Director of Administrative Services

- Prepares parish, archdiocesan, and government reports, including:
  - Monthly financial statements and accounts reconciliations (with 30 schedules/supporting spreadsheets)
  - Quarterly pension funding report
  - Semi-annual lottery (raffle) renewals
  - Semi-annual Racine School Choice audits
  - Annual vehicle audit
  - Annual archdiocesan Confidential Financial Statement
  - Annual H&A, Dental and Vision open enrollment
  - Annual Affordable Care Act report
  - Annual Workers Compensation report
  - Annual school hot lunch report
  - Annual unemployment compensation report
  - Annual Racine School Choice time study
  - Bi-Annual PC-220A Exempt Real Estate report

### IV. POSITION-SPECIFIC TRAINING, SKILLS AND EXPERIENCE

- Expertise in accounting
- Human Resources background preferred
- Knowledge of data bases, Microsoft Word and Excel, record-keeping, and filing
- Strong organizational skills
- Ability to perform outlined tasks with minimal supervision

### V. ADA PHYSICAL REQUIREMENTS\*

- The employee is regularly required to sit, stand, walk, see, talk, and hear
- The employee is frequently required to sit for extended periods, use hands, and reach with hands and arms.
- Close vision is required for paperwork and computer use
- Must be able to utilize computer keyboard, monitor, printer, copier, and telephone
- Must be able to function in an office environment and use standard office equipment
- Must have the ability to lift 20 pounds

### VI. WORK ENVIRONMENT AND AVAILABILITY

- Office / School environment
- Flexible schedule. Evening and weekend hours required.
- Employment contingent upon archdiocesan Safeguarding training and background check

\*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors, and the requirements and conditions listed in this job description are representative only and are not exhaustive of the tasks that an employee may be required to perform. St. Matthew Parish reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business and/or work environment change.