

Job Description - St. Mary's Parish

Job Title	Secretary/Administrative Assistant
FLSA Status	Hourly
Last Reviewed	8/2021
Schedule	40 hours/week

Summary: This position is responsible for providing administrative and secretarial support to the pastor and the parish in the areas of parish finances, communications, and record keeping.

Essential Duties and Responsibilities

Financial Activities

- A. Collections and donations:
 - A. Create a volunteer system and employ their use in the weekly counting of the parish collection.
 - B. Oversee the counting of the weekly collection; prepare the bank deposit and take the deposit to the bank; record the donations in Parish Soft.
 - C. Process other donations received through the mail or in person; deposit the money in the bank; record the donations in Parish Soft.
 - D. Reconcile the Faith Direct contributions in the accounting system and record the individual donations in Parish Soft.
 - E. Report the weekly contributions to the parish in the bulletin.
 - F. Inform the pastor of donations received in excess of \$250 outside the parish envelope source and assist him in writing an acknowledgement and thank you letter.
 - G. Mail an annual contribution letter to all donors.
- B. Accounting Activities
 - A. Install the annual budget in QuickBooks
 - B. Record income and expense activities of the parish in QuickBooks.
 - C. Conduct a monthly bank reconciliation.
 - D. Issues a monthly profit and loss report to the pastor and a quarterly report to the parish finance council as needed.
 - E. Work collaboratively with the parish finance council to conduct an annual audit of parish financial activities.
 - F. Review and reconcile all accounts annually and issue an end-of-the-year report to the chancery.
 - G. Assist the pastor in the development of the annual budget and submit it to the chancery on the assigned date.
- C. Receivables and Payables
 - A. Track account receivables and follows up on delinquent payments.
 - B. Track payables, and issues checks in a timely manner.
 - C. Oversee paycor and ensure timely submission of payroll matters.
 - D. Maintain a current reconciliation of the parish check book.
 - E. Record financial activities of the parish in QuickBooks.

- F. Create a file system for all vendors and retain financial records of all activities relating to these entities.

Secretarial Activities

- A. Answer the telephone and respond to the needs of the caller in accord with the pastoral plan of the parish.
- B. Receive, sort and direct mail, messages and other information to the appropriate parish staff.
- C. Answer the front door and direct visitors accordingly.
- D. Provide assistance to the pastor in administrative matters, including retrieval of documents and other information, communicating with parishioners and staff, filing information, etc.
- E. Manage the Parish Soft database and ensure its accuracy.
- F. Maintain the business files of the parish.
- G. Provide scheduling and communication support to parish organizations and ministries. Where appropriate, copy, file, and provide materials for these ministries.
- H. Maintain the facility use calendar for use of parish facilities by organizations, parish groups and/or renters.
- I. Maintain the parish calendar for baptisms, weddings, and parish liturgical and social events.
- J. Maintain office supplies necessary to conduct the business of the parish and ensure that the equipment needed to run the office is appropriate and functioning.
- K. Receive requests and order supplies for the priests, the parish office and the housekeeper/facility custodian.
- L. Record and maintain the parish sacramental records in the sacramental registries and Parish Soft and assist appropriately those who request records.

Communication Activities

- A. Compose, print (or submit for publication) the weekly bulletin and place them in the holders next to doors in the church for weekend distribution.
- B. Maintain the parish website and use it as an effective tool of communication and connectivity with the parish.
- C. Maintain the parish Facebook account and post information at least twice a week.
- D. Develop, post, and oversee signs, flyers and other communication pieces that are displayed or posted in the church. Remove the communication pieces appropriately.