



Job Description

Position: Parish - Administrative Assistant

Status: Full Time Part Time
 Exempt Non-Exempt Volunteer

Reports To: Pastor

Primary Function:

This position is responsible for Administrative Assistant duties on a daily basis for the parish.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- Associates degree or High School diploma with equivalent experience
- Five years of successful general administrative assistant experience
- Ability to develop and maintain record keeping systems
- Ability to maintain confidentiality in all aspects of job
- Must have ability to multi-task, organize and meet deadlines
- Must have knowledge of office equipment, Microsoft computer software, copier and fax machine and telephone etc.
- The ability to successfully complete a criminal history and background check

Primary Duties and Responsibilities:

- Provide general office duties; such as process all incoming and outgoing mail and packages, answer and direct incoming telephone calls and distribute incoming faxes.
- Must have developed “people skills” in interacting with all who come to the parish office.
- Receive visitors in the parish office, address their inquiries and direct or refer as appropriate. Serves as a liaison and public relations representative with parishioners, volunteers, vendors and other visiting or calling the parish.

- Provides receptionist services for the parish office, including recording of clear and accurate messages, the handling routine questions about polices, events and greeting visitors.
- Obtains appropriate baptismal information and forms from parishioners and schedule baptisms.
- Maintain and update Safe Environment files on volunteers and employees that work with parish.
- Enter sacramental records in parish record books, prepares and mails certificates.
- Answer incoming inquiries regarding parish activities.
- Maintains Mass Schedules books, schedule requests for Masses, mails Mass cards, and completes and mails requests for memorial cards.
- Orders office supplies for parish.
- Maintains parishioner data.
- Prepares and distributes staff meeting minutes.
- Keeps lobby and reception area neat and orderly.
- Maintains parish records of marriage, baptisms, and deaths.
- Prepare the weekly parish Bulletin.
- Develops and maintains an appropriate welcoming system for all parish newcomers.
- Maintains a complete data base record of parish volunteers.
- Coordinates volunteers as needed for parish projects.
- Prepare and coordinate the scheduling of lay ministers to assist at various liturgical services in the parish.
- Performs other duties as requested by the Pastor and Business Manager.

Physical Demands:

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

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

Employee Acceptance and Acknowledgement:

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

Employee Signature

Date



Job Description

Position: Parish Secretary and Bookkeeper

Status: _____ Full Time X Part Time
 _____ Exempt _____ Non-Exempt _____ Volunteer

Reports To: Pastor

Primary Function:

This position is responsible for providing Secretarial and bookkeeping services on a day-to-day basis for the parishes.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- High School diploma or equivalent
- Three years of successful general administrative assistant experience
- Ability to develop and maintain record keeping systems
- Ability to maintain confidentiality in all aspects of job
- Must have ability to multi-task, organize and meet deadlines
- Must have knowledge of office equipment, Microsoft computer software, copier and fax machine and telephone etc.
- The ability to successfully complete a criminal history and background check

Primary Duties and Responsibilities:

- Provide general office duties; such as process all incoming and outgoing mail and packages, answer and direct incoming telephone calls and distribute incoming faxes.
- Must have developed “people skills” in interacting with all who come to the parish office.
- Provides receptionist services for the parish office, including recording of clear and accurate messages, the handling routine questions about polices, events and greeting visitors.
- Obtains appropriate baptismal information and forms from parishioners and schedule baptisms.

- Enter sacramental records in parish record books, prepares and mails certificates
- Answer incoming inquiries regarding parish activities
- Receive visitors in the parish office, address their inquiries and direct or refer as appropriate
- Maintains Mass Schedules books, schedule requests for Masses, mails Mass cards, and completes and mails requests for memorial cards
- Orders office supplies for parish
- Maintains parishioner data
- Maintains parish records of marriage, baptisms, and deaths
- Keeps parish hall area neat and orderly
- Prepare the weekly parish Bulletin.
- Balancing on a monthly basis all financial books of the Parishes
- Preparing monthly financial reports for Parish Council
- Maintain all parishes' financial records as required by the Diocese of Owensboro
- Prepare or assist in preparing checks for the payment of all parish bills and maintaining accurate documentation to support all such payments.
- Prepare or assist in preparing payroll thru Paycor
- Reconcile or assist in reconciling all bank statements monthly, and maintain or assist in maintaining documentation that statements do balance.
- Performs other duties as requested by the Pastor

Physical Demands:

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

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

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