

JOB DESCRIPTION

PARISH OFFICE COORDINATOR/BOOKKEEPER

DEFINITION:

Under general supervision of the Pastor, plans, directs, and coordinates the business and administrative support activities and employees of St. Peter Prince of Apostles Parish Office; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Parish Office Coordinator /Bookkeeper position is utilized at St. Peter Prince of Apostles to provide business and administrative support services to the Pastor. The incumbent plans, directs, and coordinates all Parish Office services and work; supervises all secretarial and clerical support staff; and oversees the work of ministry coordinators and services contractors as required. In addition, the Parish Office Coordinator/Bookkeeper is responsible for performing bookkeeping duties and responsibilities including accounts receivable-payable, payroll, budget reconciliation, and fiscal related activities. The incumbent is also responsible for performing Parish human resources activities including coordination of employment letters through the Department of Human Resources, preparation of all employment-related documents, new employee orientation, and personnel file management. Furthermore, the incumbent is responsible for maintaining the Pastor's calendar, preparing or causing to be prepared general correspondence, letters, reports, forms and documents. Inherent in the job duties and responsibilities assigned to this position, is the use of independent judgment, initiative, handling of confidential and sensitive matters, and a thorough understanding of Parish and applicable Diocesan policies and procedures.

Due to the sensitive nature of this position and the relationship to the Pastor, the following assume paramount importance: strong pastoral allegiance, active loyalty, and close working relationship with the Pastor, Associate Pastor, and priests assigned to the Parish; strong office management and business acumen; strong supervisory and administrative support skills, abilities, and knowledge; strong bookkeeping knowledge, skills and abilities; effective oral and written communication skills and abilities; ability to develop and maintain effective interpersonal relationships at all diocesan levels, with the public, priests and other religious assigned to or interacting with the Parish, and with other religious and secular organizations. In addition, the following characteristics are also vital to carrying out the responsibilities of this position: a high degree of maturity, integrity, and good judgment; initiative; ability to work independently; and the ability to exercise effective judgment and display discretion under spiritual and general supervision, and in concert with the pastoral direction of the

Pastor. Furthermore, the incumbent must be a practicing Catholic in good standing with the Catholic Church, as determined by the Pastor.

SAMPLE OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for this position. This list is neither inclusive nor exclusive, but indicative of several typical duties performed. Consequently, this information may or may not reflect Essential Functions pursuant to the Americans with Disabilities Act.

1. Plans, directs, and coordinates all business and administrative support services, work, and activities for the Parish Office and its ministries.
2. Performs administrative support duties and responsibilities for the Pastor.
3. Maintains the parish master calendar and informs the Pastor on the status of pending work assignments, projects, work-related matters, goals, and deadlines; maintains the Pastor's calendar as required.
4. Greets visitors, answers questions and inquiries regarding Parish Office/Church matters, interprets policies and procedures, and refers parishioners to the appropriate person or organization for assistance.
5. Schedules appointments, conferences, meetings, and special events.
6. Interviews, hires, supervises, evaluates, and disciplines parish employees and volunteers, including ministry coordinators; responsible for all Parish human resources activities including coordination of employment letters through the Department of Human Resources, employment-related documentation, and employee in-processing.
7. Establishes a chart of accounts. Maintains subsidiary accounts by verifying, allocating, and posting transactions. Balances subsidiary accounts by reconciling entries.
8. Processes bank deposits of cash, checks, and money orders.
9. Supervises employees' payroll-related documents; reviews and signs timesheets as required.
10. Ensures all employees are punctual, take breaks and meal periods, are productive, and execute their job duties and responsibilities in a professional and pastoral manner.
11. Prepares financial reports and documentation as needed by the parish financial council and the Pastor.
12. Assists the Pastor with preparation of the annual budget; researches and collects fiscal data used in the preparation of the Parish budgets; monitors budget expenditures and prepares budget status reports to the Pastor and Finance Council.
13. Attends work-related meetings, workshops and training sessions; prepares summary minutes and notes for the Pastor; provides written and oral reports to the Pastor, or ministry coordinators.
14. Implements the Diocese of Fresno procedures and protocols for parish financial reporting.

15. Maintains financial records for different parish ministries.
16. Ensures mass collection counters follow internal control procedures/protocols for processing collections and donations; addresses any conflict of interest issues with mass collection counters.
17. Composes, proofreads, and edits correspondence, reports, flyers, informational packets and related materials ensures materials are professionally prepared, grammatically correct, and consistent with the Pastors requirements, expectations, and guidelines.
18. Maintains confidential and sensitive files, documents, records and materials.
19. Evaluates documents, publications, materials, messages, and inquiries directed to the Pastor and makes recommendations accordingly.
20. Maintains Offertory List of Donors and records donations.
21. Monitors automated office systems for proper operation and maintenance; orders equipment/systems upgrades and repairs as required.
22. Orders and inventories Parish Office supplies, materials, and equipment.
23. Operates a variety of office equipment including computers, printers, copying machines, multi-line telephone system, fax machines, calculators, etc.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Parish Office supervision/management principles, methods, and practices preferably related to oversight of a small to medium size religious or non-profit organization.
- Bookkeeping principles, methods, and practices preferably related to work in a religious or non-profit organization.
- QuickBooks and its application within a small to medium sized religious or non-profit organization.
- Parish Office administrative/business methods, procedures, and protocols.
- Business office management principles, methods, and practices preferably for a small to medium size religious or non-profit organization.
- Effective customer service principles, methods, and practices, especially in a small to medium size religious or non-profit organization.
- Basic teachings of the Catholic Church.
- Effective time management principles, techniques, and practices.
- Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, etc.).
- General business office equipment, laptop computers, copiers, printers etc.
- Basic arithmetic computations including addition, subtraction, multiplication, division, percentages, etc.

Skills and Abilities to:

- Work under general supervision and conceptual direction.
- Learn and apply parish policies, procedures, protocols, and practices.
- Supervise, train, develop, evaluate, and discipline Parish and Office employees, volunteers, and contractors.

- Assign, review and coordinate the work of subordinate staff and/or volunteers.
- Read, understand, and interpret technical and complex instructions, rules, guidelines, policies, and procedures.
- Respond quickly, effectively, and confidentially to sensitive issues, inquiries, and complaints using tact, discretion, and pastoral diplomacy.
- Establish and maintain effective working relationships with staff, parishioners, priests, and other religious assigned to the Parish or working in the Diocese of Fresno.
- Interact compassionately, pastorally, and with empathy when working with parishioners in a multi-cultural and ecumenical setting.
- Prepare clear and concise correspondence, flyers, minutes, program outlines using proper grammar and punctuation.
- Provide detail and follow through regarding all work assignments, job duties, and responsibilities.
- Read, interpret, and translate memoranda, reports, documents, correspondence, and procedural manuals.
- Lead employees in a productive and cooperative team work environment.
- Work independently and demonstrate initiative under minimal supervision.
- Operate a variety of office equipment including personal computers, laptops, telephones, and printers to list a few.
- Speak and write in English and Spanish proficiently.
- Accept payments, record payments, operate a cash drawer, and perform daily cash reconciliations, including weekly mass donations.
- Display a high degree of maturity, integrity, loyalty, creativity, and confidentiality.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college or technical school with an associate degree (Bachelors preferred), or its equivalent, in business administration, human resources; accounting, bookkeeping, or a closely related field that is acceptable within the United States' accredited college system.

Experience: Two (2) years of full-time, paid administrative/business support experience supervising or coordinating a small to medium size business office or performing executive/administrative assistant work for a business manager or administrator in a religious or non-profit organization.

OR

Education: Twelve (12) college semester units, or its equivalent, from an accredited college or technical school in business administration, human resources, accounting, bookkeeping, or a closely related field.

Experience: Three (3) years of full-time, paid administrative/business support experience supervising or coordinating a small to medium size business office or performing executive/administrative assistant work for a business manager or administrator in religious or non-profit organization.

AND

Language: Bilingual proficiency in Spanish and English.

License: Possession of a valid California Class "C" Driver License.

Other: Applicants must be a practicing Catholic in good standing who are living within the teachings of the Catholic Church

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described below are a sample of physical demands that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of the position.

While performing the job duties and responsibilities of this position, an employee is regularly required to work indoors in a business/administrative office or similar surroundings with indoor illumination and ambient sounds; to speak on a one-on-one basis or in a group setting; to type or perform data entry activity for extended periods of time; to operate a computer key board with calculator functions; to operate a multi-line telephone system; walk Parish grounds/campus to monitor employees, volunteers, and service contractors; and to listen to vocal or audio device transmissions. The employee is also required to stand, walk, and sit for extended periods of time, consistent with a typical business/administrative office setting. In addition, an employee may occasionally be required to lift and/or move items weighing up to 25 pounds. Specific vision abilities required by this position include depth perception, color vision, and ability to adjust focus.

CATEGORY OF RISK TO BLOOD AND BODILY FLUIDS:

<u>1</u>	<u>2</u>	<u>X</u>
(High)	(Occasional)	(Low)

NOTE:

PLEASE REVIEW THE JOB DESCRIPTION WITH THE EMPLOYEE AT TIME OF HIRE AND AT EACH PERFORMANCE EVALUATION.

Pastor

Date