

POSITION DESCRIPTION

Job Title: Financial Assistant

Job Status: Part-time (10-15 hours/week)

Department: St. Mary's Church

Supervisor: Finance/Business Manager

Work Area: 320 E. Washington Avenue, Tomahawk, WI

General Description: The Financial Assistant is responsible for providing office support in the areas of bookkeeping and other finance office duties.

Working Conditions: The Financial Assistant is a part-time position. An office in a comfortable, semi-private environment will be provided, along with appropriate accessories and equipment.

Qualifications: This person must possess adequate business or accounting skills to carry out the responsibilities identified under "General Responsibilities". This person should also have had at least one year of post high school training or at least one year of experience in a business or administrative related capacity. In addition, it is important that this person be tactful, well organized and courteous in dealings with the public and with fellow employees. Parish confidentiality must also be maintained.

General Responsibilities: This person will provide the following functions:

1. Posts receipts and makes bank deposits for the Parish Cluster.
2. Prepares bills for payment, processes checks for pastor's signature, mails the signed checks, and files the completed payment paperwork for the Parish Cluster.
3. Keeps time sheets and prepares the bi-monthly payroll.
4. Enters contribution detail into the parish database for the Parish Cluster.
5. Prepare information needed for School Choice audits.
6. Helps with promoting parish events to parishioners.
7. Perform any other pertinent duties as assigned by the Business Manager.

Physical Demands: 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.

1. The duties of the Financial Assistant require the ability to sit; use hands to finger, handle or feel objects, tools or controls; and to talk and hear. The Office Assistant is frequently required to walk and occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl.
2. The Financial Assistant must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.