

I. IDENTIFYING INFORMATION

- A. Position Title: Office Manager
- B. Status: Full-time - 30 hours/week, Non-Exempt, 12 month
- C. Reports to: Pastor

II. PRIMARY FUNCTION OF THIS POSITION

The Parish Office Manager provides administrative support for the Pastor and ministerial staff; oversees bookkeeping and records. The position also requires performing secretarial duties, coordinating and training office volunteers, and overseeing parish facility responsibilities. Must be able to handle confidential matters and maintain strict confidentiality. Continual regular training and education is required to maintain latest knowledge in field.

III. POSITION CONTENT

A. Financial Responsibilities

1. Maintains accuracy of all financial files and records with regular reporting to the Pastor
2. Pay bills and invoices, prepares bank deposits, records receipts and reconciles statements
3. Compiles yearly budget in collaboration with Pastor and input from the staff
4. Processes payroll; ensures timely employee 401k deposits
5. Administers employee benefit programs
6. Provides updates to staff members on budgets throughout the year
7. Organizes and assists at parish finance committee meetings in conjunction with the finance committee chair
8. Liaison between the parish and the archdiocese in financial matters as requested
9. Compiles reports of parish organizations' funds as requested by the Pastor
10. Coordinates office and chapel supply purchases

B. Administrative Responsibilities

1. Organizes and facilitates office operations
2. Answers general emails and parish main telephone line
3. Available at the chapel during regular business hours
 - a) Handles all walk-ins
 - b) Welcomes people stopping into the chapel
4. Updates website, prepares flyers, handouts and other parish communication needs

5. Assembles and publishes a weekly bulletin for the parish
6. Clerical and office support as required by other members of the parish staff
7. Schedules parish events both on and off campus
8. Oversees the management of the parish records:
 - a) Oversees VITRUS compliance and ensures records are kept in accord with the Decree on Child Protection
 - b) Organizes and files minutes and documents from all core team meetings
 - c) Organizes and files all financial records
9. Maintains good working relationships, effective communications between parish community, various groups and outside authorities
10. Schedules parish office volunteers to assist with office tasks and ministerial support needs
11. Suggest ways to operate more effectively and efficiently

C. Facilities Responsibilities

1. Coordinates with XU Physical Plant and monitors maintenance programs for all properties, including repairs, upkeep, and contracts for maintenance
2. Maintains security of property (Buildings, Keys, files, etc.)
 - a) Coordinates with XU for building access and other XU building manager duties
3. Coordinates use of parish facilities by various groups

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. Skills, Knowledge and/or Abilities

1. Must have knowledge of accounting principles and practices
2. Must have excellent interpersonal communication skills
3. Must have excellent organizational and record-keeping skills
4. Must have computer skills necessary to manage parish systems
5. Must have good facilitation skills
6. Must have ability to present oneself professionally
7. Must have ability to maintain confidentiality
8. Must have ability to prioritize large numbers of tasks and to be flexible

B. Education, Training and/or Experience

1. College degree preferred with a focus in management, accounting or other business related fields.
2. 3-5 years experience in bookkeeping, office management and business procedures

3. Additional training in secretarial and administrative matters

V. WORKING ENVIRONMENT

A. This position includes some evenings and/or weekend work, as required for ongoing project management.