

Roman Catholic Diocese of Boise

Job Description

POSITION: Office Manager /Bookkeeper

RESPONSIBLE TO: Pastor

STATUS: Full Time, Nonexempt

Vision: The Office Manager /Bookkeeper provides key clerical, bookkeeping and recordkeeping support for the clerical and financial aspects of the parish, and thus assists in furthering the ministry of the Church in Idaho in the parish setting. The Parish Staff is expected to represent the "Face of Christ" to, and "Recognize Christ" in the people of the Church and those who come to the Church for assistance.

Definition: This position provides key clerical and financial recordkeeping support to the Pastor.

Primary function: The primary function of this position is to serve as a skilled resource and aide to the parish office by providing necessary services to the Pastor and to those who seek assistance from the office. In addition the Office Manager /Bookkeeper must be able to maintain confidentiality as they provide the necessary financial recordkeeping for the parish.

Education and Experience:

- High school diploma
- Additional education including post-secondary education in Secretarial Science, Computer Applications, or Business Technology desirable and to track financial information is desirable (to be trained on Diocesan-wide bookkeeping programs)
- Successful experience in secretarial, clerical positions and/or bookkeeping positions
- Familiarity with parish life or pastoral issues.

Knowledge, Skills and Abilities:

- Knowledge of business correspondence procedures
- Knowledge of bookkeeping practices
- Knowledge of PowerChurch accounting program desirable (to be trained)
- Knowledge of appropriate clerical functions and procedures
- Knowledge of filing systems and methods.
- Demonstrated skill in communicating
- Demonstrated skill in typing and word processing

- Demonstrated skill in using computers to track financial information
- Demonstrated organizational skill
- Excellent telephone communication skills
- Ability to meet deadlines
- Ability to maintain confidentiality of financial information
- Skill in operating various computer programs such as Microsoft Word, , Microsoft Excel, , PowerPoint, Publisher, Acrobat Reader, common anti-virus software, and others.
- Ability to work with common online platforms such as WordPress, common social media platforms, Gmail, Google Calendar, and others.
- Ability to work with or ability to learn how to use less common online platforms such as Flocknote, OSVHub, and Hootsuite. (to be trained)
- Ability to work with computerized database systems.
- Ability to accurately and quickly type various documents including correspondence, minutes, agendas, mailing labels, and related documents.
- Ability to establish and rearrange priorities for timely completion of assignments within the broader goals of the parish office.
- Ability to work well with co-workers, supervisors, and the general public.
- Ability to collaborate with multiple people within and outside the parish office

Personal Characteristics:

- Good interpersonal skills including prudence, confidentiality and calm demeanor. Understanding of the Catholic Church and its teachings, the Liturgy, other Catholic Service Organizations (St. Vincent DePaul, Food Bank) and familiarity with Catholic Schools.

Essential Duties and Responsibilities:

Secretarial

- Receive and open correspondence. Process mail including the appropriate mailing of outgoing mail. Open and organize the parish mail. Open mail addressed to the general congregation and route to appropriate personnel.
- Order necessary office materials and other materials as requested by the pastor or his designee.
- Prepare and publish the weekly bulletin.
- Accept and screen calls for the Pastor and other designated staff where appropriate.
- Place and return calls as well as set up conference calls when necessary.
- Prepare correspondence for the Pastor as needed. Coordinate correspondence function of the office. Type letters and memos and distribute accordingly. File and record all correspondence.
- Assist with parish mailings and other communication materials initiated by the Pastor.

- Maintain and update the online Parish Calendar including scheduling events in the Parish buildings.
- Work with outside groups in rental of Parish Hall and other facilities (e.g. AA, Scouts, Food Bank.)
- Greet guests who arrive in the office area.
- Type other general documents as requested.
- Perform filing functions.
- Organize filing systems for office. Update files, records and directories for the parish.
- Assist with mailings for workshops, projects and events.
- Provide support for all other office programs as needed
- Completes necessary paperwork and records sacraments in parish registers
- Assist with parish programs and projects as requested by the pastor. Provide clerical support to ministry leaders and other staff members as needed.
- Assist in other clerical functions as needed.

Bookkeeping

- Provide bookkeeping and payroll recordkeeping services to the parish and parish station in Genesee.
- Prepare necessary payroll information and provide to the Diocese
- Prepare bank deposits and record receipts
- Coordinate payment of outstanding invoices
- Coordinate envelope and parish donation system, including online giving system.
- Supervise the counting of the collection with counters, ready the deposits
- Reconcile parish books and accounts
- Prepare financial statements and information as requested by Finance and Parish councils, help coordinate yearly budget.
- Assist in other areas as directed by the Pastor.