

Holy Family Catholic Church
Open Position: Parish Administrator

Full Time; Salary Exempt

Deadline for submission: April 6, 2020

Submit cover letter and resume to: gail.hutchins@holyfamilychurch.us

Job Summary:

Professional managerial position reporting to the Pastor with oversight responsibilities for all financial and operational functions of the parish.

Essential Duties:

- Prepare, manage, administer parish budget
- Prepare monthly financial reports for Pastor and Finance Committee
- Process bank reconciliation monthly
- Mail reconciliation report and bank statement to Archdioceses business office
- Process and post payments of all sales tax when required
- Supervises all communications functions in the parish
- Performs all HR duties regarding new employees, benefit applications, evaluations
- Manages daily office hours for staff fulfillment requirements
- Supervises all IT functions and necessary requirements for computers, printers, phones
- Approves, with Pastor, all major expenditures for facilities, projects, and programs
- Ensures all vendor contracts are approved and meet diocesan guidelines
- Tracks income and expense for all parish ministries' funds held in trust by parish
- Take weekly deposits to the bank with another staff member

Non-Essential Duties:

- Oversees all fundraising projects for the parish
- Supervises staff with direct reporting functions: receptionist, bookkeeper, facilities manager
- Prepares financial documents upon request for various analyses and budget preparation
- Approves timecards for payroll processing
- Ensures compliance with Archdiocesan financial and liability guidelines
- Maintains proper records in accordance with parish and diocesan policies
- Performs staff evaluations for those reporting directly to this position

General Requirements:

To perform these duties and others as called upon, will require ability to sit, stand, walk, and keyboard for extended periods of time. A general knowledge of Catholic Parish life will be helpful. Speaking English is required; speaking Spanish is beneficial but not required. Ability to read and write is necessary. This will be a 40 hour per week position. Additional hours may be required on a minimal basis. Candidate must pass a background check and provide references.

Qualifications:

- Bachelor's Degree in accounting preferred, A.A. degree or equivalent experience minimum
- Excellent computer skills; proficient in MS Word and Excel
- Previous experiences with project management
- Previous supervisory experience
- Skilled in employee relations and conflict resolution
- Familiarity with data base systems
- Skilled at recognizing and directing staff resources