

St. Vincent de Paul Parish
Administrative Assistant
Job Description
January 2018

GENERAL DUTIES:

The Administrative Assistant fulfills the administrative needs of the parish and serves as a secretarial resource person in support of the pastoral and operational teams. Incumbent reports to the business manager. Job is part-time at 16 hours per week and is not benefits eligible.

Qualifications

- Experience in bookkeeping, especially Quickbooks
- Proficiency using Microsoft Word and Excel and Google Apps for Business
- Good organizational skills and time management; ability to meet deadlines
- Ability to learn new technology and software, with training
- Ability to function as a member of a team, be flexible, multitask and adjust to changes in schedule
- Excellent communication and interpersonal skills to interact with a wide variety of people, including parishioners, contractors, vendors and visitors: Must be able to interact in a kind and friendly manner with the people who come to St. Vincent in need.
- Available to work at least 4 hours on both Mondays and Fridays

Regular job tasks

- Complete the weekly deposit record and take deposit to bank
- Prepare payments of invoices, obtain authorization and file invoices
- Enter transactions into Quickbooks
- Provide clerical support to pastoral and operations teams
- Keep records of donations that require the IRS thank you letters and send letters to the donors monthly
- Maintain a list of the monthly donations to service ministries and forward the information to the designated person.
- Prepare the money bags each weekend for the ushers at Mass
- Maintain the weekly attendance records.
- Schedule and oversee weekly offertory counters.
- Administer parking passes: maintain parking parker info, receive and record parking payments, check on parking lot when needed
- Attend staff and other meetings

General parish support tasks

- Maintain parish registration database, forward all new registrants to Pastoral Associate and Pastor for contact
- Update parish calendar and website as needed
- Maintain records of all the Church's subscriptions and warranties.
- Keep files of contact information for all vendors.

- Assist in printing and distribution of materials, such as weekly bulletin, fliers and other materials

General office duties

- Orders office supplies
- Receive, sort and administer mail and deliveries
- Answer door and phone as needed