

Job Title: Office Manager**Revised:** June 7, 2021**Reports To:** Executive Director**Work Commitment:** Full time/ Exempt

Position Purpose: This position serves the mission by managing the administrative needs of the ministry and manages the business office in accordance with parish and diocesan policies and procedures. This role also serves as a first contact and welcoming presence for all visitors to the building as well as answering general questions in person or over the phone. The custodian reports to this position. All responsibilities and roles are executed in a manner that supports the mission.*

**Making disciples of Jesus as a university Catholic church*

Statement on Working for the Catholic Church: Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is required that this employee be a Catholic.

Development and Stewardship

1. Ensure that the volunteers that count the weekly offering are following the archdiocesan guidelines and have completed background checks.
2. Enter the stewardship gifts into the database, ensuring that the totals entered always equal the deposit worksheet.
3. Create deposit worksheets and deposit slips as needed.
4. Bring the deposit to the bank weekly.
5. Enters all incoming gifts in the database.
6. Print and mail acknowledgements of campus ministry gifts weekly.
7. Print and mail acknowledgement of general stewardship gifts quarterly.
8. Keep the database updated with addresses, phone numbers on an ongoing basis.
9. Maintain the list of parishioners that wish to get offering envelopes and distribute them as needed.
10. Is proficient with Bloomerang and GiveButter and is able to set up giving options and run reports as needed for leadership.
11. Reconcile the electronic contributions with the accounting system monthly.
12. Responsible for ensuring that the handling of all gifts follow the archdiocesan guidelines.

Accounting and Bookkeeping

1. Verify accuracy of all incoming invoices, code and upload to the accounting portal.
2. Maintain organized files for all invoices and deposits and maintain these records for the required amount of time as outlined by the archdiocese.
3. Reconcile the pass-through accounts monthly.
4. Prepare office checks as needed for the ED or Pastor to sign and process accounting paperwork.
5. Reconcile the credit card statement monthly.
6. Complete month end activities and have ED sign off.
7. Attend the finance council meetings to serve as an information resource.
8. Participate in the annual budgeting process.

Maintain general office organization

1. Serve as information and welcome center for guests and visitors. It is especially important to be available to assist and respond to visitor questions before and after weekday Mass.
2. Answer phone and help or redirect as appropriate.
3. Review info@ emails and resolve or redirect as appropriate.

4. Maintain the Mass intention schedule.
5. Sort all incoming mail.
6. Maintain mail supplies and stamps.
7. Manage copier maintenance and usage.
8. Serve as the OPCY Coordinator and track staff compliance with all insurance safety videos.
9. Prepare new hire paperwork packages.
10. Update and maintain the wedding files and historic records.
11. Update and maintain guidelines for funerals and record deaths in the parish books.
12. Purchasing of all routine/budgeted supplies.

General facilities responsibilities

1. Ensure building licenses are current (elevator, boiler, etc.).
2. Keep the facilities calendar up to date.
3. Maintain accurate records of building key distribution and maintain the door schedule.
4. Supervise the custodian and any outside cleaning services.
5. Be aware of and monitor the effectiveness of service providers (lawn, trash, copier, etc.). Work with E.D. to evaluate service providers and recommend change where necessary.
6. Maintain an operations manual to serve as a staff reference guide to address facilities issues.
7. Submit maintenance requests to facilities management company.
8. Prepare supporting documentation for the annual insurance Pace/Prism application.

Other Responsibilities: The role includes additional tasks identified as needed or assigned and approved by the ED.

Skills:

- Organization! Being highly organized is critical to the success of this role.
- Detailed oriented.
- Thinks on their feet by tapping into good, practical instincts and the Holy Spirit.
- Active Listening – Gives full attention to those that need assistance, taking time to understand requests, asking questions as appropriate, offering the appropriate support as well as knowing when it is not appropriate to speak.
- Able to resist and put a stop to gossip. Able to politely disengage from an inappropriate conversation.
- Maintain high standards of confidentiality.
- Time Management – Discerning the appropriate amount of time to devote to the many varied tasks and individuals that need support.
- Oral Expression – The ability to communicate information and ideas in speaking to others so that they will understand.
- Written Comprehension – The ability to read and understand information and communicate effectively in writing as appropriate for the needs of the audience.
- Technology Savvy – Must have a working knowledge of typical office equipment and technology.

Qualifications

- Demonstrate understanding and acceptance of the Catholic doctrine.
- Must be a Catholic in good standing.
- College graduate with a degree in a related field is required.
- Supervisory experience is helpful.
- Computer skills and basic knowledge of accounting are required.
- Successful completion of the Essential 3 credentialing as required by the Archdiocese.
- Ability to participate in some evening and/or weekend responsibilities on limited occasions.

- Personal vehicle for meetings and errands is necessary.

THE RESPONSIBILITIES LISTED ABOVE ARE REPRESENTATIVE RESPONSIBILITIES INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK PERFORMED BY STAFF MEMBERS ASSIGNED TO THIS POSITION. IT IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF RESPONSIBILITIES AND QUALIFICATIONS REQUIRED FOR THE POSITION.

I have reviewed this job description and agree that it is an accurate representation of the responsibilities of my position. I understand that, as the organization's needs change, my job description will also change.

Incumbent's signature _____ Date _____

I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Supervisor's signature _____ Date _____

St. Lawrence Catholic Church and Newman Center does not discriminate in any manner contrary to law or justice on the basis of religion, age, sex, race, national origin, sexual orientation, veteran status or handicap in its activities.