

SAMPLE JOB DESCRIPTIONS

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Bookkeeper

Business Manager

Custodian

Secretary

Secretary-Bookkeeper

JOB DESCRIPTION

PARISH: _____

POSITION TITLE: **BOOKKEEPER**

EMPLOYMENT STATUS: (Indicate whether full time, part time, exempt or non-exempt)

DIRECTLY RESPONSIBLE TO: (Indicate whether pastor or other)

PURPOSE: The Bookkeeper provides day to day fiscal and operational services, computer input/output services.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Preparation of payroll, associated taxes and reports
- ◆ Provide computer input/output services for accounting and census
- ◆ Prepare bank deposits and records receipts
- ◆ Prepare vouchers, including coding and payment of outstanding invoices
- ◆ Reconcile parish, school and cemetery books, if applicable
- ◆ Prepare financial statements as requested
- ◆ Maintain tuition and school accounts, if applicable
- ◆ Accountability for Parish funds
- ◆ Must meet deadlines for payroll taxes, etc.
- ◆ Other, as directed by pastor/director

JOB QUALIFICATIONS:

- ◆ Bookkeeping, computer and organizational skills
- ◆ Ability to meet deadlines
- ◆ Ability to maintain confidentiality
- ◆ Ability to perform outlined tasks
- ◆ Knowledge and skill in using personal computers
- ◆ Previous training and/or 3-5 years experience in bookkeeping

WORK HOURS: *(example: Monday-Friday, 9 – 5 PM)*

JOB DESCRIPTION

PARISH: _____

POSITION TITLE: **BUSINESS MANAGER**

EMPLOYMENT STATUS: (Indicate whether full time, part time, exempt or non-exempt)

DIRECTLY RESPONSIBLE TO: (Indicate whether pastor, director)

PURPOSE: The Parish Business Manager is an administrator in support of the pastor's responsibilities to the parish. This administrator is a steward of the physical, financial, and personnel resources of the parish.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Maintain accuracy of all financial files and records, and establish a responsible cash flow management system
- ◆ Prepare, administer, and review budget process in collaboration with finance and other commissions, subject to review and/or approval by Parish Council, as required
- ◆ Act as liaison between the parish and the diocese in financial matters
- ◆ Maximize cash management resources
- ◆ Coordinate and review parish organizations' funds
- ◆ Establish and maintain personnel evaluation process
- ◆ Administer salaries and benefits programs
- ◆ In collaboration with the pastor, establish and implement personnel policies
- ◆ Direct the management of the parish office
- ◆ Oversee the management of the parish records
- ◆ Coordinate parish liability, property insurance and workers' compensation with the diocesan general insurance program
- ◆ Maintain all cemetery records if applicable
- ◆ Maintain good working relationships, effective communications between parish community, various groups and outside authorities
- ◆ Attend pastoral staff meetings, commission meetings and Parish Council meetings, as necessary when appropriate
- ◆ Attend diocesan administration meetings as necessary, representing the parish and the pastor
- ◆ Consult with and advise pastor and principal on business and administrative matters that affect the parish and school

- ◆ Coordinate parish purchasing of supplies
- ◆ Responsible for use of parish facilities by various groups
- ◆ Supervise any major construction, improvement or repair
- ◆ Solicit and review bids and quotes and negotiate contracts
- ◆ Establish and monitor preventative maintenance programs for all properties
- ◆ Establish emergency situation procedures for maintenance staff
- ◆ Maintain security of property (key files, etc.)
- ◆ Control use of parish facilities by various groups
- ◆ Other, as directed by pastor/director

JOB QUALIFICATIONS:

- ◆ Knowledge of accounting principles and practices
- ◆ Excellent interpersonal communication skills
- ◆ Supervisory experience
- ◆ Good organizational skills
- ◆ Good record-keeping skills
- ◆ Good facilitation skills
- ◆ Ability to manage
- ◆ Ability to present oneself professionally
- ◆ Ability to maintain confidentiality
- ◆ Ability to prioritize and to be flexible
- ◆ College degree desired and/or 5-10 years of business experience
- ◆ Able to work frequent evenings and/or weekends and work an unpredictable schedule when necessary

WORK HOURS: (indicate specific days and hours to be worked)

JOB DESCRIPTION

PARISH: _____

POSITION TITLE: **CUSTODIAN**

EMPLOYMENT STATUS: *(Indicate whether full time, part time, exempt or non-exempt)*

DIRECTLY RESPONSIBLE TO: *(Indicate Pastor, Maintenance Supervisor, or other)*

PURPOSE: Under the direction of the Pastor, the Custodian is responsible to maintain all parish buildings, grounds and related equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Responsible for maintenance, minor repairs, painting and safety at all parish buildings.
- ◆ Janitorial (cleaning, etc.) services at all parish buildings, including church, church hall and religious education center.
- ◆ Develop and maintain a cleaning schedule for all parish buildings and coordinate it with the pastor and building committee
- ◆ Perform ground maintenance and repairs to include lawn mowing, snow removal, etc.
- ◆ Provide preventive maintenance program for parish, including plumbing, heating and electrical and maintain records as necessary. Do regular parish building inspections.
- ◆ Set up furniture and fixtures as necessary for religious education and other church sponsored activities.
- ◆ Provide pastor with reports of recommendations for building, grounds and equipment improvements.
- ◆ Submit purchase orders to pastor for purchase of needed supplies and equipment.
- ◆ Coordinate contracted projects and snow removal with contractors and any others that are applicable as requested by pastor. Contracts require approval of the pastor.
- ◆ Snow removal, to include keeping all entrances to the church, hall and rectory free of snow and ice. Plow parking lot to remove snow, unless contracted out.
- ◆ Meet with parish building committee at least annually to review projects, plan future projects, determine budget needs, set priorities and other matters determined to be necessary.

JOB QUALIFICATIONS:

- ◆ Ability to work independently
- ◆ Ability to schedule and produce work on a timely manner
- ◆ Prior building maintenance experience
- ◆ Ability to organize and arrange priorities
- ◆ Initiative and self-direction
- ◆ High school graduate
- ◆ Verbal skills to communicate with assistants, parish staff and others
- ◆ High level of discretion and integrity
- ◆ Ability to be reached by phone
- ◆ Hold a valid driver's license

WORK HOURS: **(indicate days and hours worked)**

Updated as of (insert date)

JOB DESCRIPTION

PARISH: _____

POSITION TITLE: **SECRETARY**

EMPLOYMENT STATUS: (Indicate whether full time, part time, exempt or non-exempt)

DIRECTLY RESPONSIBLE TO: (Indicate whether pastor, pastoral coordinator)

PURPOSE: The Secretary provides secretarial and clerical support for the parish office operations.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Provide receptionist services and record clear, accurate messages
- ◆ Handle routine questions about policies
- ◆ Greet and meet visitors
- ◆ Prepare regular and bulk mailings
- ◆ Screen incoming mail
- ◆ Distribute mail and other related material
- ◆ Maintain filing system
- ◆ Typing, as required
- ◆ Maintain records for the parish office (i.e. recording of marriages, baptisms, funerals, new parishioner registrations, financial contributions, cemetery records, if applicable, etc.)
- ◆ Perform data entry
- ◆ Assist with preparation of payroll and other bookkeeping procedures
- ◆ Coordinate and schedule volunteers in the parish office
- ◆ Prepare parish bulletin
- ◆ UPCSA responsibilities as directed by pastor
- ◆ Other, as directed by pastor/pastoral coordinator

JOB QUALIFICATIONS:

- ◆ Knowledge of and skill in using personal computers and word processing
- ◆ Proficient typing skills
- ◆ Ability to communicate verbally and in writing
- ◆ Basic knowledge of how the parish operates and ability to grasp quickly how the parish office functions
- ◆ Ability to maintain confidentiality in all matters

Updated as of (insert date)

- ◆ Ability to relate to a variety of persons
- ◆ Previous training on, or applicable experience using, computer hardware and software
- ◆ 3-5 years in general office setting, working with the public, is desired

WORK HOURS: (example) Mon. – Friday, 9 to 5 PM

SAMPLE

JOB DESCRIPTION

PARISH : _____

POSITION TITLE: **SECRETARY-BOOKKEEPER**

EMPLOYMENT STATUS: (Indicate whether full time, part time, exempt or non-exempt)

DIRECTLY RESPONSIBLE TO: **Pastor**

PURPOSE: The Secretary/Bookkeeper provides secretarial/clerical support, day to day financial and operational services, computer input/output services for the parish office operations.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ◆ Provide receptionist services and record clear, accurate messages
- ◆ Handle routine questions about policies
- ◆ Prepare regular and bulk mailings
- ◆ Screen incoming mail
- ◆ Distribute mail and other related material
- ◆ Maintain filing system
- ◆ Typing, as required
- ◆ Maintain records for the parish office (i.e. recording of marriages, baptisms, funerals, new parishioner registrations, financial contributions, cemetery records, if applicable)
- ◆ Perform data entry
- ◆ Coordinate and schedule volunteers in the parish office
- ◆ Prepare parish bulletin
- ◆ UPCSA responsibilities as directed by pastor
- ◆ Preparation of payroll, associated taxes and reports
- ◆ Provide computer input/output services for accounting and census
- ◆ Prepare bank deposits and records receipts
- ◆ Prepare vouchers, including coding and payment of outstanding invoices
- ◆ Reconcile parish, school and cemetery books, if applicable
- ◆ Prepare financial statements as requested
- ◆ Maintain tuition and school accounts, if applicable
- ◆ Accountability for Parish funds
- ◆ Must meet deadlines for payroll taxes, etc.
- ◆ Other, as directed by pastor

JOB QUALIFICATIONS:

- ◆ Knowledge of and skill in using personal computers and word processing
- ◆ Proficient typing skills
- ◆ Ability to communicate verbally and in writing
- ◆ Basic knowledge of how the parish operates and ability to grasp quickly how the parish office functions
- ◆ Ability to maintain confidentiality in all matters
- ◆ Ability to relate to a variety of persons
- ◆ Previous training on, or applicable experience using, computer hardware and software
- ◆ 3-5 years in general office setting, working with the public, is desired

WORK HOURS: *(example)* Monday–Friday, 9 to 5 PM Total Hours/week: _____

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