St. Ambrose Cathedral
Job Description

Position Title: Secretary/Business Manager
Reports To: Rector
FLSA Status: Non-exempt (hourly)

Summary of Primary Job Function
Under the direct supervision of the Rector and in accordance with established policies and procedures assists the Rector with the stewardship of the physical, financial and personnel resources of the parish. This position is also responsible for the clerical support for the parish. This position values the organization and responsible management of resources and helps the Church fulfill its mission and purpose.

Essential Duties and Responsibilities

GENERAL
- Maintain calendar listing meetings, appointments, workshops, seminars, conferences, etc.
- Working knowledge of Generally Accepted Accounting Principles (GAAP) and fund accounting including internal controls
- Provide a welcoming environment to all visitors to the office
- Provide clerical support to Rector/Parochial Vicar as needed
- Coordinate and process secretarial bulk mailings
- Prepare weekly bulletin
- Maintain Sacramental record keeping
- Maintain the ParishSoft Family Directory software
- Process new parishioners
- Manage contribution envelope list and coordinate with envelope vendor
- Maintain parish census, to include all reporting
- Maintain phone system including changes in message
- Maintain church calendar
- Maintain parish website
- Maintain office equipment and order supplies
- Maintain a good working relationship with co-workers
- Maintain confidentiality in all aspects of position
- Demonstrates attention to detail
- Works within the approved budget, develops and implements cost saving measures, conserves organizational resources
- Participate in regular staff meetings
- Ability to troubleshoot computer software related issues

FINANCIAL
- Assist in preparing the annual budgets. Monitor actual monthly performance to the budget, keeping the Rector and Council informed of the financial position
- Process payroll, processes Federal and State payroll taxes, and retirement contributions
- Review monthly, quarterly, and annual reports and financial statements, including journal entries and reconciliations. Monitor general ledgers for all funds
- Oversees management of parish operational and financial records
- Assure internal controls are followed and evaluate effectiveness
- Maintain the ParishSoft Connect Now Accounting software to include date entry
- Resource/non-voting member of parish Finance Council
- Oversee volunteers for money counting
- Coordinates and supervises Annual Diocesan Appeal
- Coordinate and process contribution statement inquiries and mailings
- Manages bookkeeping functions including, but not limited to, payables and receivables and all other parish revenue and expense
- Liaison to Parish Finance Council
- Facilitates fund raising events, pledge drives and offertory collections in accordance to diocesan policies and procedures
- Ensures that all funds withheld in the payroll process are paid in accordance with diocesan policy
- Follows procedures for procurement of goods and services
- Provide analysis of financial data
- Assure internal controls are followed and evaluate effectiveness
- Assist all fiscal auditors and coordinate auditing services and activities
- Monitor all financial transactions and all banking needs
- Assists Rector with overseeing major repairs, renovations and capital projects according to diocesan policies and procedures
- Liaison to diocesan administrative agencies and personnel

HUMAN RESOURCES
- Assists Rector with maintaining employee job descriptions, personnel policies and implementation of the guidelines and policies of volunteers
- Maintain all personnel files, process new hire paperwork and record keeping
- Ensure parish compliance with the “Charter for the Protection of Children and Young People”
- Keep up to date with employment related and policies in accordance with laws and best practices recommended by the Diocese
- Other duties as assigned

Supervisory Responsibilities

There are no supervisory duties for this position

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION
Bachelor’s degree in business administration with major in accounting or a combination of schooling and related experience.
EXPERIENCE
Minimum two years of business experience required. Ability to operate business office equipment, i.e. adding machine, copier, and a demonstrated competence in computer software (all Microsoft Office products, accounting packages, payroll systems and database programs).

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, parishioners, service providers, contractors and the general public.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

OTHER QUALIFICATIONS
Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; reacts well under pressure. Works with integrity and ethically; upholds values of the Church.

Must have a reliable means of transportation, proof of financial responsibility, must provide a copy of their valid Driver's license and proof of personal automobile insurance

PHYSICAL DEMANDS
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, and climb stairs. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The noise level in the work environment is usually moderate, typical of an office with computers and printers.

This is a forty-hour per week position. Office hours for this position are from 8:00am until 5:00pm Monday through Friday. Some late afternoon, evening or weekend work is be necessary.