



St. Benedict Parish Atchison Kansas

Position Description

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| POSITION NAME: Parish Administrator | OFFICE: St. Benedict Parish |
| REPORTS TO: Pastor | DEPARTMENT: |
| CLASSIFICATION: Exempt: NO Non-Exempt: YES | CURRENT EMPLOYEE: |

JOB SUMMARY:

This position is responsible for Accounts Receivable, Accounts Payable, Payroll, Human Resources, and management of Business Office for Parish & School locations, including Variety Store and cemeteries. At least 3 years accounting experience required. Accounting degree preferred. Must be reliable and able to work as needed. The ideal candidate must be self-motivated, detail oriented, and extremely well organized. Must be able to meet required deadlines in various areas of daily work. Excellent written and verbal communication skills as well as being proficient in QuickBooks, MS Word, Excel, and Google Docs, needed. Must be able to handle sensitive information with the highest degree of integrity and confidentiality.

Must be able to pass a background check and complete Virtus Training.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Oversees all business office functions. Conducts all training and education on all processes of the office staff as well as re-training/re-educating when needed. New processes and/or re-established processes are created and/or corrected from this position prior to delegating to one of the AA's.
2. **All Human Resource Functions** for Parish & School – initial paperwork, meeting with new/re-hired employees, maintaining all databases for human resource functions. All other assigned duties related to HR.

3. **All Payroll Functions** for Parish & School – collecting, calculating, entering payroll data. Payroll liabilities, discrepancies, questions and requests by all employees for each entity. All other assigned duties related to Payroll.
4. **All Accounts Payable & Accounts Receivable** functions - for all entities Parish, School, Cemeteries, & Variety Store.
5. **All Accounting Functions** for Parish, School, and Variety Store – prepares budgets, meets with all managers and administrators to set their budget(s), present to F.C. and pastors, adjusts and maintains budgets. Reports on all issues if needed, when needed.
6. Organizes all site visits from Catholic Mutual and any self-inspection reports after completion. Submits any claims for insurance recovery.
7. Bank reconciliations for all checking, savings, endowments.
8. All End-of-month & End-of-year processes for Parish, School, Variety Store, and cemeteries.
9. Completes Annual Reports for Parish, School, and Cemeteries.
10. Coordinates with all parish related committees such as, CCD, CGS, Funeral Dinner, Maintenance council etc. on income/expenses.
11. Prepares, organizes, implements, new or revised processes when needed for parish and cemeteries.
12. Attendee at all finance council meetings and all other meetings as requested.
13. Process all opened and signed mail.
14. Compiles financial reporting for all entities with in parish weekly, monthly, quarterly, and yearly.
15. Compiles all finance reports for all entities of parish and school- monthly, annually, and upon request.
16. Smart Tuition deposits, payments, overpayment distribution and reallocation for school.
17. Maintain and update Employee Handbook as needed.
18. All other functions not listed but completed on a daily basis or on an as needed basis.
19. Performs other duties/projects as assigned.
20. Cover office duties when staff is not present.

JOB SCOPE:

Position engages in a variety of tasks often routine in nature. Duties have pre-established standards and guidelines as developed by the Parish. Works with the Pastor so that the parish office is maintained in a manner that is professional and spiritual for our Parish Community.

SPECIFIC JOB SKILLS:

Detail oriented, computer literate, ability to plan and organize assignments and complete tasks; ability to communicate effectively both written and orally; knowledge of basic bookkeeping and filing methods

EDUCATION AND/OR EXPERIENCE:

At least three years accounting experience. Accounting degree preferred.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, talk, hear, sit, bend, grasp, and perform repetitive motions of the hands/wrists. This job also requires the employee to view a computer monitor for prolonged periods. Occasional lifting of 20 pounds or less

WORKING ENVIRONMENT:

Work is performed mostly in a standard office setting. Office is located in a two story building with no elevator. Work is generally performed during normal business hours although extended hours including nights and weekends may be required.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES:

One FTE, one PTE

Employee Signature Date

Pastor Signature Date