



The Catholic Churches of

St. Mary, Upsala

St. Edward, Elmdale

St. Francis of Assisi, Freeport

Pastor: Rev. David Grundman

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Office Manager Job Description

Identifying Information:

Status: Full time; 12 Month; Non-exempt

Primary Objective:

The Secretary / Receptionist / Bookkeeper provides secretarial and clerical support for the parish office operations; welcomes all who come into or telephone the parish office and provides administrative and related office services to staff and members of parish committees; provides day-to-day fiscal and operational services, computer input / output services.

Responsibilities:

1. Provides secretarial, receptionist, clerical services for the parish office. i.e., Mail service, maintaining files, ordering supplies, type letters, bulletins, etc., meets and greets visitors.
2. Provides bookkeeping and payroll services to the parish cluster.
3. Prepares payroll, associated taxes and reports.
4. Enters contributions into computer program and reconciles with the deposit.
5. Prepares year end contribution statements for parishioners and donation letters required by IRS.
6. Maintains parishioner data and data bases required by the parish cluster
7. Maintains records for the parish office (e.g., recording of marriages, baptisms funerals, new parishioner registrations, financial contributions, etc.)
8. Prepares financial statements as requested.
9. Coordinates and schedules volunteers in the Parish.
10. Operate office machines and monitor their maintenance schedules.
11. Attends various parish meetings and record, type and distribute meeting minutes and agendas.
12. Maintain Mass intentions, cards and money.
13. Keeps office area neat and orderly.
14. All other duties as assigned.

Qualifications:

- Must have bookkeeping skills, computer skills and organizational skills.
- Must have the ability to meet deadlines, maintain confidentiality, and have the ability to multi-task.
- Individual must have well developed "people skills" in interacting with all that come to the parish office.

Supervision Given:

- This position does not supervise any other personnel.

Work Environment:

- This position requires attendance at evening meetings; some travel required.

Schedule of Duties:

Daily:

1. Check Mail, Email, and Phone Messages and respond as necessary.
2. Make sure the office is neat and tidy before leaving for the day.

Weekly:

1. Get money bags from the bank and gather everything the money counters need. The counters come at 9:00am on Monday morning.
2. Set up the money counting room. Set out adding machines, bags, stampers, etc.
3. Enter contributions after Money Counters count the money.
4. Enter any online contributions.
5. Bring the deposits to the bank.
6. AP – cut checks, have Fr. sign them, mail them, file the paid invoices.
7. Bulletin – make, print, mail, email, put a copy in the binder, and post to website.
8. Prepare tamper proof money bags (mark date & location) and locked bank bags for weekend Masses.
9. Put in trays: Bulletins, St. Mary – 90, St. Francis – 80, St. Edward – 70; money bags & locked bags; and anything else that needs to go to the church.
10. Empty the garbages, wipe down surfaces with Clorox wipes. Vacuum as needed.

Monthly:

1. Create ministry schedules. Attach them to the bulletin the third weekend of the month for the following month.
2. Create a combined monthly calendar. Attach them to the bulletin the third weekend of the month for the following month.
3. Payroll and taxes – 4th Monday of the month.
4. Pay out Mass stipends.
5. Reconcile bank statements.

Bi-monthly:

1. Create money counters schedule and mail to the counters. (Jan/Feb., March/April, May/June, July/Aug., Sept./Oct., Nov./Dec.)

Quarterly:

1. 941 & MW5 reports.
2. Financial reports for the finance council meetings – create and mail to the members.
3. Attend Finance Council meetings

Yearly (Calendar year):

1. Mail out Contribution reports
2. Reconcile 941's and MW5's.
3. File W-2's, 1099's (Request W-9's first), with the Fed and State, then mail to the employees.

4. File zero sales & use tax with the state.

Yearly (Fiscal year):

1. Prepare Diocesan report, present to finance council, record annual meeting in the Corporate Meeting Minutes book, email report to Diocese.
2. Prepare Fiscal Year report for parishioners including Baptisms, First Reconciliations, First Communion, Confirmations, Marriages and Deaths.
3. Adjust priest's wages: salary, board, FICA and travel. Ask if he wants taxes adjusted.

Yearly (Liturgical):

1. Depending on the time of year, work with Fr. and order as needed: ashes, palms, Paschal Candle, candles for Advent Wreath, etc.
2. To prepare for First Reconciliation, First Communion, and Confirmation, gather student's names, place and DOB, place and DOB, parents' names, Confirmation name, sponsor's name.
3. Enter Confirmations in the Confirmation book, and First Communion in the First Communion book. Enter information into PowerChurch. Notify place(s) of Baptism of the sacrament received. Put in the bulletin.

As needed:

1. Order office supplies, cleaning supplies, anything Fr. needs, candles, altar bread, etc.
2. Make sure 3 ordos are ordered beginning of October.
3. Order new Liturgical Desk Calendar by beginning of March.
4. Receive, record, and schedule Mass intentions from parishioners.
5. Create Baptism Certificates. Record the baptism in the Baptism book and enter the newly baptized into PowerChurch.
6. Record deaths in the Death Book and adjust PowerChurch records. Put the funeral worksheet, obituary and Disposition Permit in the binder.
7. Record Marriages in the Marriage book and update PowerChurch with information. Send notice(s) to place(s) of baptism.
8. Maintain parishioner data in PowerChurch.
9. Maintain the website and Facebook.

Hours Breakdown Per Week:

Secretarial approx. 20-22 hrs., Bookkeeping approx. 8-10 hrs.