

<b>PASTORAL CENTER</b>	<b>JOB DESCRIPTION</b>
<b><u>Position/Title:</u></b> Director of Administration	<b><u>Department:</u></b> Parish
<b><u>Reports To:</u></b> Pastor	<b><u>Date:</u></b> January 2012

### **General Summary of the Position**

To oversee the general office and financial activities of the parish.

### **Essential Duties and Responsibilities of the Position**

- Provide supervision of office staff (bookkeeper and secretary/receptionist)
- Provide administrative, purchasing and clerical support to ministry staff
- Manage computer system needs and requirements
- Collaborate with the Diocese for training and general support
- Manage maintenance of and training on church database software
- Supervise bookkeeper on all payroll, banking, tithing and tax related matters, as well as the overall financial record keeping for the parish
- Schedule volunteers to count weekend collection
- Oversee the management of both parish and Diocesan fund drives
- Collaborate with the Diocese as needed
- Prepare annual financial reports for the Diocese
- Attend all Pastoral and Finance Council and office staff meetings
- Be responsive to the administrative and clerical needs of all committees
- Attend Diocesan meetings
- Act as “point person” for inquiries on parish business and administrative matters, making appropriate referrals as needed
- Oversee receptionist duties, including purchasing of office supplies and equipment, office closing notifications via church signage, website and phone greetings.
- Oversee Bishop’s Annual Appeal.
- Maintain spiritual influence and presence in overall administrative activities of the parish
- Safe Environment

### **Position Requirements**

#### **Skills, Knowledge and Abilities:**

Skills in basic office management

Supervisory skills

Good written and oral communication and public relation skills

Ability to oversee personal computer and network server needs

Ability to learn and train staff in various computer programs

Diplomatic and able to negotiate

Discrete; able to handle confidential and sensitive information

Strong leadership skills

**Education and Experience:**

Experience in office management/administration

Experience in Microsoft Office products

Experience in general accounting processes

**Special Requirements:**

- Bilingual Required (English & Spanish)
- Active member of a Roman Catholic parish faith community. (Sometimes this requirement may be satisfied by a person who has knowledge of and is willing to function in a manner consistent with the mission of the Catholic Church).