

# Diocese of Sacramento

## JOB DESCRIPTION

<b>DEPT:</b> Parish	
<b>POSITION:</b> Secretary/Bookkeeper	
<b>CATEGORY:</b> Non - Exempt	<b>FULL TIME</b>

**REPORTS TO:** Pastor

**ESSENTIAL FUNCTIONS:** The Secretary/Bookkeeper provides secretarial and clerical support to the pastor and parish community.

1. Major Position Responsibilities and Regular Activities:

A. Provides receptionist services for the parish office.

- Records clear and accurate phone messages.
- Handles routine questions about parish and sacramental policies.
- Greets visitors.

B. Provides secretarial, clerical, record-keeping services for the pastor and the parish Community.

- Prepares outgoing mail.
- Screens and distributes incoming mail and other related material.
- Maintains filing system.
- Monitors and orders office supplies.
- Types weekly parish bulletin, letters, etc.
- Maintains and updates parish schedule and calendar.
- Maintains records for parish office (e.g. recording of marriages, baptisms, funerals, new parishioners, financial contributions, etc.)

C. Coordinates volunteers and prepares the volunteer schedules for the parish.

D. Provides bookkeeping and payroll services to the parish.

- Responsible for handling parish funds. Must meet deadlines for payroll and tax information to avoid significant financial penalties.
- Prepares payroll information for Diocesan use and review for associated taxes and reports as prescribed by the Diocesan Finance Office.
- Provides audit/payroll/finance information to pastor on a regular basis.
- Provides coding and payment of outstanding invoices.
- Reconciles parish books and ledgers.
- Prepares monthly and annual financial statements.

E. Other duties may be required, as needed.

2. Skills, Knowledge and/or Abilities:

- Must have knowledge of and skill in using personal computers, word processing, Quick Books, and contribution database software.
- Must have proficient typing skills.
- Must be able to communicate clearly both verbally and in writing.
- Must have the basic knowledge of parish operations.
- Must maintain confidentiality in all matters.

