



## **OUR LADY OF THE HOLY ROSARY & ST. LEO PARISHES**

### **POSITION DESCRIPTION**

**POSITION :** Business Manager/Bookkeeper

**FLSA:** Non-Exempt  
**STATUS:** Full-time

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintain Parishioner Data Base in Parish Soft Family Suite
  1. New registrations
  2. Updates
  3. Deaths
  4. Overall accuracy of records
  5. Parable magazine list with diocese
- Maintain parishioner envelope data and regular submission with OSV
  1. Review and submit every 2 months
  2. Annual order to coordinate with diocesan calendar and collections
- Directs purchasing procedures, places order for supplies, ministry requests and equipment as needed.
- Coordinate, review and monitor annual contracts services, such as copier, postal meter, internet, IT, bulletin, Studleys, tidal communications,
- Process employee paperwork, ensuring all state and federal requirements are fulfilled, including background checks, cross checking with safe environments coordinator.
  1. Attend quarterly diocesan meetings
  2. Attend annual state labor law seminar
- Work with Porter & Curtis on quarterly and annual building inspection reports, authorized driver submissions for parish truck and ministry groups such as Youth Group
- Oversee offertory collectors, those who secure the collections, and the count teams who count in the office Monday mornings
- Assist pastor in compliance with diocesan finance policies
- Assist pastor with reporting and working with finance councils
- Record weekly collections and other cash receipts
- Process payments to vendors, maintain vendor files
- Process auto transfer donations (Holy Rosary Credit Union)
- Monitor and record online giving (Parish soft giving)
- Assist finance council in preparing annual budget
- Complete End of Fiscal year reporting to the Diocese

Title: Executive Assistant to Judicial Vicar

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- Prepare payroll, work with Paylocity to assure compliance with state and federal laws regarding payment of wages, update payroll system accordingly, maintenance of employee records
- Prepare bank reconciliations
- Prepare credit card reconciliations
- Prepare 1099-Misc and W 2G and submit to IRS
- Ensure existence of verifiable audit trail for all financial transactions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. The Diocese retains the right to change or modify the position description at any time.

**ENVIRONMENT:**

The venue of this position is a general office environment that is clean, well-lighted, environmentally comfortable, and only minimally exposes employees to office solvents limited to those relative to copier equipment.

Due to the nature of this position and work with confidential information, work from the Diocesan Administration Building generally is required but remote work may be approved for a brief duration with approval of the Judicial Vicar/Vicar for Canonical Affairs.

This position requires the ability to:

1. Position requires working at desk seventy-five percent of workday; balance of time divided between standing and walking
2. Lifting/carrying of objects weighing up to ten pounds required
3. Reaching above, at or below shoulder level required
4. Frequent hand manipulation to operate controls required
5. Other physical activity generally not required
6. Prolonged use of a computer and/or typing

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