

ST. PATRICK'S PARISH, FALLOWFIELD, ONTARIO

Job Description

Office Manager

PURPOSE OF THE POSITION

The Office Manager provides administrative, financial, and certain property management services in order to ensure effective and efficient operations of all aspects of Parish life.

SCOPE OF THE POSITION

The Office Manager reports on a day-to-day basis directly to the Pastor and is responsible for managing most aspects of the Parish office. Providing these services in an effective and efficient manner will contribute to the overall smooth functioning of the Parish.

KEY RESPONSIBILITIES

1. Principal Financial Responsibilities:

- Prepare payroll, stipends and remittances to Canada Revenue Agency, prepare and distribute tax receipts;
- Maintain Parish debit and credit pre-authorized donation system;
- Responsible for accounts receivable and payable and recording transactions in accounting software (Sage);
- Reconcile all Parish bank accounts (Operating, Mass, and Refugee Accounts);
- Organize the Parish collection envelope system (ChurchWatch);
- Undertake bulletin advertising invoice renewals, seek new advertisers;
- Prepare monthly financial reports for the Finance Council and annual reports for CRA and the Archdiocese;
- Maintain inventory of office, cleaning and washroom supplies;
- Other tasks, as assigned.

2. Additional Property Management Responsibilities:

- Managing and directing a variety of maintenance contracts including:
- snow clearing;
- landscape (grass, shrubs, trees);
- interior cleaning;
- HVAC;
- Electrical;
- Plumbing;
- Well water treatment system, and septic;
- Security;
- Audio visual equipment (Parish hall);
- Other tasks, as assigned.

3. Greet and assist visitors, answer phone calls and emails, respond to routine questions via telephone, email, or mail when receptionist is unavailable. Occasionally, may be contacted after hours.

4. The Archdiocese requires that all employees read, sign, and adhere to the Pastoral Code of Conduct with respect to confidentiality, professionalism, and ethics. A current Police Record Check is also required.

COMPETENCIES

KNOWLEDGE

The incumbent ideally has proficiency in the following areas:

- Knowledge of office administration and bookkeeping procedures (ChurchWatch; Sage; National Bank Automatic Debit Program);
- Knowledge of Parish and Diocesan systems;
- Ability to maintain a high level of accuracy and confidentiality.

SKILLS AND ATTRIBUTES

- Excellent interpersonal and communication skills;
- Demonstrates integrity and upholds values, demonstrates strong work ethics;
- Takes initiative and acts with confidence within established boundaries;
- Writes clearly and correctly for a variety of audiences;
- Is personable and results-oriented, maintaining quality and productivity;
- Strong organizational skills, plans in advance, adheres to established schedules and deadlines;
- Adapts to changing circumstances and new ideas, maintains productivity and a positive demeanor under pressure, seeks and accepts constructive feedback;
- Must possess good computer skills, including Web skills: Internet, email; MS Office: Excel for spread sheets, Word documents including letters, memos, MS Outlook for emails and contact lists, calendars and scheduling, and PowerPoint.

The incumbent will normally attain the required knowledge and skills through completion of office procedures combined with related administrative experience.

WORKING CONDITIONS

PHYSICAL DEMANDS

- The Office Manager will spend several hours sitting and using office equipment and computers. The Office Manager will also have to do some lifting of supplies and materials from time to time.

ENVIRONMENTAL CONDITIONS

- The incumbent is located in a sometimes-busy office area. The incumbent is faced with frequent interruptions and must meet with others on a regular basis.

SENSORY DEMANDS

- The incumbent must spend long hours in focused concentration.
- The incumbent must also spend extended periods on the computer entering information which requires attention to detail and high levels of accuracy.

MENTAL DEMANDS

- There are a number of deadlines (i.e. bulletin preparation; filing with CRA; diocesan reports; etc.), associated with this position, which may cause significant stress.
- The incumbent will ideally be comfortable working with people (i.e. suppliers, parishioners, the bereaved, engaged couples, etc.), and their unique demands.

EDUCATION AND EXPERIENCE

- Knowledge of administrative and clerical procedures;
- Knowledge of computers and relevant software application;
- Knowledge of and experience with bookkeeping;
- Keyboard skills;
- Knowledge of pastoral principles and practices of the Catholic Church;
- Secondary school diploma or equivalent (GED).