

JOB DESCRIPTION

Diocese of Orange, St. Hedwig Catholic Church

Date Prepared: 01/01/2018

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Date Revised:

Approved By: Cecilia Cervantes

Approved By:

POSITION TITLE: Business Office Support Staff / Parish Receptionist

FLSA STATUS: Non-exempt – Part-Time (15-19 hours/week)

DEPARTMENT/PROGRAM: Parish Office / Business Office

REPORTS TO: Cecilia Cervantes, Director of Parish Administration

SUPERVISORY RESPONSIBILITY: None

PRIMARY PURPOSE:

To greet, welcome, and assist individuals who come or contact the parish office in a professional and pastoral manner. Input and reconcile donor contributions, manage online giving programs, and organize and scan financial/accounting documents. Assists various parish staff and ministry leaders with administrative support as needed.

QUALIFICATIONS & EXPERIENCE:

REQUIRED: Courteous and professional manner with strong organizational and communication skills and ability to accurately communicate information about various parish departments, ministries, and functions. Maintains strict level of confidentiality.

Basic to intermediate knowledge of Microsoft Word and Excel.

Availability to work evenings and weekends.

DESIRED: Basic knowledge of Microsoft Outlook, bookkeeping, and databases.
Experience in church office environment.

PHYSICAL REQUIREMENTS & EQUIPMENT OPERATED:

Typical Working Conditions	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, scanner, calculator and paper shredder.

Essential Physical Tasks:	Remain stationary, either sitting or standing, reaching, occasionally carry boxes and other materials as needed weighing up to 30 lbs.
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ESSENTIAL FUNCTIONS: Primary duties and responsibilities include:

1. Input and reconcile weekly donor contributions
2. Manage online giving program, process donations, reconcile, and generate online/electronic giving reports
3. Scan A/R, A/P, and other accounting/financial documents
4. Update parish database with new registrations and family changes
5. Input facilities requests into facilities scheduling program for annual facilities calendaring and adjustments as requested
6. Greet, welcome, and assist visitors who call or come into the parish office in a pastoral manner
7. Stay updated on events in bulletin and/or website to assist those asking for information
8. Answer general/informational questions (mass times, reconciliation times, ministry functions, parish events, etc.) for parishioners/guests
9. Responds to inquiries on a wide variety of topics, both on the telephone and in person. Takes messages and/or refers callers/guests to appropriate person or agency
10. Check messages with answering services and return/forward accordingly
11. Take information for Anointing of the Sick requests and forward to priest on duty
12. Takes information and processes sacramental requests and/or generate sacramental certificates upon request
13. Update general intercession list and mass intentions requests and record intention and donations accordingly
14. Sign keys in and out as requested
15. Intake and record donations, mass intentions, etc. in daily funds log
16. Receive information from those in need and forward to St. Vincent de Paul

17. Assists with copy work, shredding, and weekly usher deposit bags
18. Assists with sorting, mailing, and other projects upon request of immediate supervisor or pastor/priests.
19. Scan and electronically file sacramental and office related documents
20. Performs other work-related duties, as assigned.