

# St Anne Parish – Regina, SK

**Position Title: Office Administrator (October 2020)**

## **Overview:**

The Office Administrator is responsible for the completion of day to day operations including reception/office, records management, general administration, financial, security and miscellaneous duties as assigned.

The position deals with highly sensitive and confidential information.

The position reports directly to the Pastor/Administrator (hereinafter referred to as “Pastor”).

## **Activities and Responsibilities include, but are not limited to:**

### **Reception / Office**

- Greet / redirect and assist parishioners, public, and volunteers in person, over the telephone and by email
- Maintain an effective relationship with all parishioners and volunteers
- Respond to inquiries within sphere of knowledge and ability
- Open, handle and distribute mail, prepare and process outgoing mail
- Order parish supplies and services, pick up when necessary, arrange for payment and maintain office equipment
- Administer the office’s central email box – handle matters or forward to others for completion and follow-up as necessary to ensure inquiries are progressed
- Coordinate hall, room and church bookings for various functions

### **Records Management**

- Primary administrator for parish software applications and paper records
- Maintain well organized parish files (hard copies and electronically)
- Maintain a calendar and records of all hall, room and church bookings
- Record / schedule Mass and baptism requests, accept and record stipends, provide receipts
- Record Sacramental preparation registrations
- Maintain Parish Friendly data (enter, update, delete, reports, backup)
- Record baptism sacramental documents in various Registry books, Parish Friendly software, and parishioner files – complete requests from parishioners / former parishioners for their personal specific requests

### **General Administration**

- Prepare documents (letters, reports, forms, emails)
- Prepare reports for distribution (e.g. Pastoral Council Annual General Meeting reports, Finance Council reports to parishioners, weekly parish bulletins, reporting to the archdiocese)
- Provide administrative support to the Pastoral Council and Finance Council. This will include attending the meetings to record the minutes and preparing/issuing Council meeting packages at the direction of the respective Chair of each Council.
- Maintain various lists / documents / keys for office and building, record and distribute keys and alarm codes in accordance with the requirements set out
- Assist with contingency plan for computer server and files (both hard and e-files) according to systems support contractor (e.g. backs up Parish Friendly application on a weekly basis)

### **Finance**

- Count and verify collections as needed
- Make weekly bank deposits
- Maintain petty cash system

- Pick up, receive, count and deposit various monies (e.g. sale of items including Missals and calendars)
- Receive and record monies (i.e. donations, baptism fees, Mass intentions, refugee sponsorship)
- Review and validate expenses (i.e. operations, office and building supplies/services)
- Issue and finalize signed contracts for facility use and invoice for rental in accordance with the use and rental guidelines provided
- Maintain a record of all operating costs of hall and rectory
- Input and run all processes in Parish Friendly systems regarding parishioner donations
- Review, validate, prepare, record and process receipt/payment of income and expenses
- Maintain outside contracts and renewals (e.g. copier, etc.)
- Receive monies and record same, prepare bank documents, deposits, etc.
- Prepare and process payroll
- Prepare and process monthly priest pension costs and documentation
- Prepare and process monthly expenses related to church and rectory
- Prepare, record and issue donation envelopes
- Prepare and issue year-end tax receipts

#### **Miscellaneous Functions**

- Update parish information on website
- Prepare and distribute weekly parish bulletin (research, write/prepare, website, email, photocopy, advertisements from businesses)
- Provide direction to caretaker regarding room rental requirements, and provide instructions for other-additional duties (e.g. additional / special cleaning)
- Contact caretaker/maintenance when issues arise within the scope of those duties
- Maintain foyer documents and bulletin boards in good order and up to date
- Maintain the master schedule (calendar scheduling systems)
- Assist with funeral preparation details where requested (e.g. contacting CWL for lunches, Liturgical contacts for altar servers and musicians)

#### **Special Projects**

- As assigned by the Pastor (which are within the expectations of the position and within the knowledge, skill and ability of the incumbent).

#### **Qualifications/Skills:**

- Practicing and active Catholic who believes in and able to defend the faith
- Positive, proactive individual with excellent service / people skills
- Strong organizational and time management skills
- Able to meet deadlines
- Able to multi-task in a busy office environment
- Strong knowledge, skills and ability with technological applications (i.e. MS Office Suite - Word, Excel, email)
- Knowledge, skill or ability working with other equally dynamic products (i.e. Parish Friendly) is an asset
- Ability to work independently and in a team environment
- Excellent oral and written English communication skills
- Attention to detail
- Maintain high level of confidentiality at all times
- Able to make decisions within scope of position
- Able to type / keyboard (suggested 30 w.p.m.)
- Valid driver's license and access to a vehicle for work purposes

**Education:**

A certificate in Office Management or a similar program with a minimum of seven (7) years' experience **or** a combination of education and/or experience in an office role is preferred.

**Working Environment:**

This position is permanent part time based on **(18 hours per week - three 6hour days)** subject to future changes and may require occasional increases in hours during peak periods.

This position is impacted by the Liturgical Calendar; therefore, the employee is to be available during Christmas, Easter and other peak periods of the year and/or as determined by key parish activities.

**Salary and Benefits:**

Benefits are those which the Archdiocese provides (see website for details). Salary **\$16-20** per hour, based on experience, with a six (6) month probationary period.

October 2020