



# OLD ST. MARY'S & SACRED HEART CHURCHES

CINCINNATI, OHIO



## PERSONNEL POLICY GUIDELINES FOR PARISHES JOB DESCRIPTION

### I. IDENTIFYING INFORMATION

Position Title: OFFICE MANAGER

Status: Full time, 30 hours a week, Non-exempt, 12 months

Reports to: Pastor

### II. PRIMARY FUNCTION OF THIS POSITION

Performs a variety of tasks related to secretarial and administrative duties of the Parish Office; is responsible for the overall efficient operation of the office.

### III. POSITION CONTENT

#### A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

- must be able to handle confidential matters and handle strict confidentiality
- schedules and supervises clerical work assignments and may arrange for temporary personnel, as required; schedules vacations and personal time
- organizes and facilitates the operation of the offices including coordinating staff between parishes
- trains new secretarial and clerical employees, including volunteer staff
- handles offices financial records and bookkeeping
  - may review and process forms and reports
  - manages the parishes payroll and benefits
  - assists and coordinates the weekly collection counting at the parishes, deposits the funds with the bank
  - prepares financial and payroll reports for the pastor
- coordinates creation and distribution of office publications, including the parish bulletin and weekly Mass announcements
- responsible for the overall calendaring for the parishes, and the use of the parish spaces
- assists the pastor in the management of the celebrant schedule and his personal calendar
- responsible for the overall computer and phone operations of the offices
- performs all normal secretarial functions, including typing, computer and filing; reception desk duties as needed
- may screen and directly handle telephone calls
- orders and maintains an inventory of supplies, equipment and reference materials
- operates office machinery and equipment and arranges for its maintenance and repair
- performs other duties as appropriate to position and as directed

#### **IV. POSITION SPECIFICATIONS/REQUIREMENTS**

##### **A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)**

- must have good written and verbal communication skills
- must be flexible and present self in a professional manner
- must be able to handle a wide range of different people in various circumstances, some of which may be stressful, in a professional way
- must be able to manage and supervise people
  - including routine feedback and reviews
- must have a background in bookkeeping and financial matters
- must have good computer skills, or the ability to learn quickly, including but not limited to the use of email, network configuration, programs used by the Archdiocese for bookkeeping and benefits, the Microsoft Suite, Google Apps, and the Adobe Suite (e.g. InDesign & Dreamweaver)
- Employees of Old St. Mary's and Sacred Heart Catholic Churches will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the parishes. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.
- must be able to pass a background check and complete the Archdiocesan requirements for a safe environment

##### **B. EDUCATION, TRAINING AND/OR EXPERIENCE**

- High school diploma or equivalent
- Additional training in administrative matters
- 3-5 years experience in general office and business procedures

#### **V. WORKING ENVIRONMENT**

- Normal parish office environment
- Start Date: Middle to End of February

Submit resumes to Fr. Jon-Paul Bevak by January 25, 2018. Email: [jpbevak@cincinnati.ohio.catholic.edu](mailto:jpbevak@cincinnati.ohio.catholic.edu).