



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

## **POSITION TITLE: Executive Assistant (Business Manager)**

**Opening Date:** September 12, 2017

**Location of Job:** St. Thomas More Church

**Location Address:** 3525 SW Patton Road, Portland, Oregon 97221

**Position:** Full Time

**General Statement of Duties:** Core management position that supports, informs, and advises the Pastor to ensure operational coordination, monitoring and implementation of internal and archdiocesan procedures/guidelines. Individual will maintain accurate filing, record keeping and reporting systems for all parish financial matters. Prepare monthly, quarterly and year-end reports for parish and Archdiocese as needed/required. Review monthly financial statements for accuracy and completeness. Propose adjusting journal entries to correct financial statements and record recurring items. Prepare variance analysis for accounts with activity that is unusual or varies from budgeted amounts by 10% and at least \$2500. Administer cash flow management system with purchasing and payment schedules clearly defined. Deliver financial statements to Pastor and Administrative Council members at least one week before monthly meeting. Prepare, administer and review the budget process in collaboration with the Pastor, Administrative Council and other committees. Monitor the collection, counting, recording and depositing of Parish revenue from all sources. Monitor and implement internal controls. Serve as a resource to Parish organizations and the Archdiocese. Serve as a Parish contact with financial institutions and the Archdiocese. Assist in the planning of financial stewardship and long-range planning efforts. Understand and maintain Archdiocesan policies, procedures and guidelines. Assist Pastor

with operational leadership and management continuity, especially during an extended absence of the Pastor.

**Essential Functions / Major Responsibilities:**

1. Acquire thorough knowledge, maintain, monitor and implement all parish and school staff human resource programs and requirements as directed by the Archdiocese or local policies.
2. Direct/coordinate the established daily administrative operations of the parish office.
3. Develop and maintain parish's major assets data base.
4. Assist in the annual budget planning, review and approval, in collaboration with the Pastor, the Finance Committee, and other committees.
5. Oversee the management of parish administrative records and record keeping processes.
6. Ensure all training and orientation materials for all committees are developed, updated and implemented as directed by the Pastor, in collaboration with heads of committees.
7. Ability to communicate effectively, professionally and respectfully with all internal and external constituents.
8. Demonstrate efficient and effective organizational abilities to maximize the operating efficiencies of all routine parish functions, activities and operations.

**Essential Functions / Administrative Responsibilities:**

1. Oversee daily operations of parish office and works in a collaborative and respectful manner with staff and committees.
2. Oversee management of parish record keeping procedures.
3. Assist with administering parish salary and benefit programs and employee relations issues as directed by the Pastor.
4. Coordinate parish liability, property insurance and worker's compensation in collaboration with Archdiocesan programs.
5. Coordinate and prepare parish response to liabilities and legal concerns in collaboration with Archdiocesan offices as appropriate.
6. Assist with advertising, interviewing, and selection of new parish personnel, and consults with appropriate parish/Archdiocesan resources ensuring personnel actions are appropriate and consistent with Archdiocesan personnel guidelines and procedures.

7. Coordinate and supervise all maintenance staff, major repairs, improvements to parish and parish house facilities (solicit and review bids and quotes, and negotiate contracts).
8. Establish and monitor maintenance and security programs for parish facilities to include key distribution and accountability.
9. Participate in parish and Archdiocesan continuing education opportunities as directed by the Pastor; schedules, attends and prepares agenda for staff meetings.

**Job Scope:** Position encounters frequent new and varied work situations with a high degree of complexity. Some formal policies and procedures exist to govern work; incumbent will help develop parish office structure, including policies and procedures in collaboration with the Pastor. Must become familiar with the *Archdiocese's Employee Handbook*. Position operates with minimal supervision.

**Specific Job Skills:** Excellent verbal and written communications skills in English (Bi-lingual in Spanish preferred). Individual must also be able to be creative, use independent judgment and problem solving skills; function as a team player, and handle presentations. Must be service oriented, with organizational and public relations skills. Position requires highly developed interpersonal skills. Communications frequently contain confidential/sensitive matters necessitating discretion at all times. Must become proficient with current software and all basic office equipment (spreadsheets, word processing, report writing software, etc.). Must have basic knowledge of parish finances, record keeping and reporting of the same.

**Educational and/or Experience:** Must have a minimum of a B.S. degree specializing in Business Administration preferred, along with minimum of 5 years' experience in some or all of the following: office management, human resources, and financial management. Experience with Quick Books, Microsoft Office Suite, and Church Windows or (their equivalent) preferred. Must have a sound understanding of Catholic hierarchy and the functions of the local Church in relations with the Pastor and his Pastoral, administrative and executive responsibilities.

**Please send resume and cover letter to: [stmparish@stmpdx.org](mailto:stmparish@stmpdx.org) for consideration.**