



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Administrative Assistant/Bookkeeper

Opening Date: 05/20/2021

Closing Date: When Filled

Location of Job: St. Paul Parish

Location Address: 1410 Pine St, Silverton, OR 97381

Position: Full time, benefits eligible

Position Summary: Provides administrative support, reception and secretarial services and coordinates the parish office. Maintains accurate parish records. Provides bookkeeping and related administrative services support to the Parish at the direction of the Pastor.

Primary Responsibilities:

- Answers telephones, takes messages, and coordinates appointments for the pastor. Screens calls for parish staff. Greets and receives visitors to parish and directs to appropriate offices or agencies.
- Types correspondence and reports from rough drafts, notes and/or general instructions. Coordinates and create the weekly parish bulletin or newsletter. Takes minutes and handles correspondence for Pastoral and Administrative Councils.
- Provides information and maintains church records for baptisms, funerals, weddings, new parishioner registration. Updates parish census records on a regular basis.
- Maintains general calendar for all parish facilities. Assists with arrangements for funerals, weddings, and special events. Oversees rental of parish hall, kitchen, etc.
- Receives, sorts, and distributes incoming mail. Handles regular and bulk mailings as required.
- Maintains accurate rosters, mailing lists and schedules, along with parish records and other files.
- Oversees maintenance of parish office equipment and orders and maintains supplies for office and other parish needs.

- Oversees the work of volunteers in the parish office.
- Handles copy projects as required.
- Handles petty cash monies.
- Maintains accurate records of parish funds. Verifies and deposits parish collection and other receipts, posts parishioner contributions, maintains accurate general ledger including accounts receivable and payable ledgers, prepares financial reports and statements.
- Prepares and processes ADP staff payroll and ensures that appropriate taxes and other authorized deductions are withheld.
- Prepares archdiocesan and government reports in a timely manner.
- Assures that all contributions to the parish are accounted for in an accurate and timely manner.
- Prepares bank deposits and records receipts. Reconciles bank statements on a monthly basis.
- Processes check requests and assures there is proper authorization for expenditures.
- Assists in the preparation of annual Parish budget.
- Administers the employee benefits plans and serves as local resource person for employees with questions about these plans.
- Maintains a strict level of confidentiality on all matters relating to parish business.
- Assists Parish Finance Council, as requested.
- Performs other work-related duties as requested.

Required Knowledge, Skills and Abilities:

- Understanding of general principles of office operations and secretarial procedures.
- Proficiency with computer, calculator, and all basic office equipment, including experience with word processing software.
- Must be able to prioritize workload to meet demands.
- Requires excellent communication skills (both verbal and written) and organizational skills with ability to meet deadlines.
- High level of accuracy and attention to detail with ability to maintain confidentiality.
- Requires extensive close work and keyboarding at 50 wpm and 10-key by touch.
- Ability to use telephone for long periods of time.
- Understanding of general bookkeeping principles and payroll tax laws.
- Proficiency with QuickBooks software and ADP payroll system.
- Must be able to prioritize workload to meet demands.
- Requires excellent organizational skills with ability to meet deadlines and good communication skills, both verbal and written.

Minimum Qualifications:

- A.A. degree or equivalent in Accounting or Bookkeeping and/or three to five years' experience in accounting environment.

- Three to five year's secretarial experience.
- Two to four years' experience in parish, pastoral center or other related entity preferred, along with knowledge and understanding of church organization and operational procedures.
- Practicing Catholic preferred.
- Bilingual in Spanish preferred.
- Valid driver's license.

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 20 pounds.

Please send resume and cover letter to Fr. Tetzl Umingli at tumingli@stpaulsilverton.com to apply.