

PARISH: St. Leo Parish/Sacred Heart Parish  
NAME:

TITLE: Pastoral Assistant for Administration  
REPORTS TO: Priest Administrator

DATE:

Grade:

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## **POSITION PURPOSE**

### **The purpose of this position is threefold:**

- To manage the financial and capital resources St. Leo/Sacred Heart parishes (parish) inclusive of the surrounding buildings and properties owned by the parish.
- Administer Parish Human Resources, Safe Environment Program, and assure bookkeeping services to the parish.
- To assure efficient and effective leadership for St. Leo/Sacred Heart business inclusive of donation accounting, contracts, leases, purchasing, accounts receivable, accounts payable and business relations.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **BUSINESS OPERATIONS**

- Manages the financial and capital resources of the parish. Assures preparation and administration of operating and capital budgets for the parish. Prepares comprehensive annual parish and Food Connection budgets no later than mid-June of the fiscal year in collaboration with the Pastor and Finance Council.
- Assures that a financial bookkeeping system is maintained for the parish. Responsible for maintaining accurate and current accounts receivable/payable ledgers and assuring monthly financial statements are submitted to the Priest Administrator and Finance Council.
- Assures that parish bookkeeping accounts are maintained, including Food Connection, Social Services, and L'Honey.
- Evaluates office equipment and technology and manages the up-grade of or installation of new equipment or systems. Directs the preparation and upkeep of asset inventory.
- Accountable for the Human Resources function and its sub-functions including payroll administration, hiring, employee relations, training, Safe Environment Program, and communications.
- Is responsible for on-boarding all new employees.
- Assures processing of all check requests and proper authorization for expenditures in all programs and operating accounts.
- Approves the parish payroll through the archdiocesan payroll system. Assures that all appropriate taxes are withheld. Responsible for the recording of all contributions by parishioners and the depositing of all parish collections on a weekly basis, including electronic giving.
- Coordinates and trains volunteers for money-counting and record keeping.
- Assures recruiting, screening, training, supporting, and overseeing the work of volunteers for these tasks.
- Supervises the St. Leo Food Connection Director, and collaborates with the Food Connection Commission, Finance Council, and Parish Council in overseeing the Food Connection and its Strategic and Tactical Direction.

- Oversees all benefits for parish employees. Serves as local resource for employees having questions regarding insurance benefits. Maintains confidential records for employee needs.
- Responsible for bookkeeping records for fund-raising efforts of the parish, including Annual Appeal, Stewardship, Capital Campaign, and special collections. Collaborates with the Stewardship Commission regarding the Time/Talent/Treasure process.
- Responsible for supervision of bookkeeper, administrative assistants, custodians, and event coordinator for St. Leo and Sacred Heart.

## PERSONNEL

- In collaboration with the Pastor is responsible for compliance of archdiocesan personnel policies, assures policies and guidelines are just and both civilly and canonically legal. Maintains personnel records for all staff. Responsible for year-end financial report to the parish.
- Serves as liaison to Archdiocesan Business, Finance, Accounting, Personnel, Payroll, and Insurance offices; serves as contact for salespersons and vendors. Is responsible for confidential data security.

## FACILITIES and MINISTRIES

- Assures the proper maintenance, construction, and security of the parish buildings, equipment, and grounds. Serves on the Tahoma Center Board with the pastor, as the parish liaison. Serves as staff liaison to the Facilities Commission. Works with this commission to develop a five-year plan and a yearly strategic plan. Is responsible with commission for developing a master campus plan.
- Will serve as the liaison between the parish and the contractors and vendors in overseeing completion of any work. Will also serve as liaison for the parish with the Archdiocese.

## QUALITIES & QUALIFICATIONS

- Commitment to the mission of St. Leo and Sacred Heart Parishes.
- Practicing Roman Catholic, with some knowledge and practice of Ignatian spirituality and discernment.
- Demonstrated leadership qualities with good organizational, management, and communication skills.
- Demonstrated ability to supervise and empower employees and volunteers; ability to identify talents in the community and cultivate participation.
- Ability to lead organizational change and processes of transition.
- Attentive to one's own interior life.
- Willingness to work evenings and weekends; enjoys a flexible schedule.
- Master's degree or equivalent executive experience in accounting, business administration, nonprofit management, human resources, or related field.
- Preferred: bilingual in Spanish.

Apply- Click: [Regional Pastoral Assistant Adm \(paycomonline.net\)](http://paycomonline.net)