

**ST. JAMES CATHOLIC CHURCH
MENOMONEE FALLS, WISCONSIN**

Financial Administrative Assistant

I. IDENTIFYING INFORMATION

The Financial Administrative Assistant works in collaboration with and supports the Director of Administrative Services in the daily aspects of financial reporting for the parish. The Administrative Assistant is supervised/mentored by the Director of Administrative Services (DAS). The Administrative Assistant works a varied schedule with a combination of set and flexible weekday hours. This position is non-exempt and may be part-time (24–28 hours per week) or full-time (30–32 hours per week). Full-time position includes benefits, with weekly hours not to exceed 32.

II. PRIMARY FUNCTION

The Financial Administrative Assistant is responsible for the reporting of financial transactions that are accurate and in compliance with Archdiocesan guidelines.

III. POSITION CONTENT

MAJOR POSITION RESPONSIBILITIES

1. Partners with DAS to maintain an accurate filing, accounts receivable/payables, record keeping and reporting system for financial matters.
 - a) Process weekly cash deposits and make related journal entries.
 - b) Partner with DAS on a weekly basis to prepare accounts payable checks for two signatures and mailing.
 - c) Monthly bank reconciliation for all parish savings, checking and investment accounts.
 - d) Prepare monthly financial statements for DAS review: i.e., balance sheet, income/expense, and cash flow statements.
 - e) Prepare department monthly budget expense reports for DAS review and timely transmission of reports to respective departments.
 - f) Provide assistance and prepare payroll as needed. (i.e. during DAS vacation/time off)
 - g) Assist in all areas of new parishioner registrations.
 - h) Assist with parish website updates as needed.
2. Other responsibilities as needed:
 - a) Weekly data entry of parishioner contributions. Accurate input in respective funds.
 - b) Serve as backup for bulletin preparation.
 - c) Offer assistance to parishioners in office, via phone and email.
 - d) Attend/participate in scheduled staff meetings.
 - e) Provide other duties as assigned/delegated by DAS and Pastor.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

SKILLS, KNOWLEDGE AND/OR ABILITIES

1. Previous Bookkeeping/Accounting experience/background preferred.
2. Must be detail oriented with the ability to multi-task, prioritize and organize.
3. Must be self-motivated and can manage time appropriately and meet deadlines.
4. Must possess strong interpersonal and communication skills, both written and oral.
5. Must be able to work collaboratively in a team setting.
6. Must be familiar with technology, social media and other forms of communication.
7. Must maintain confidentiality at all times in all areas of responsibility.

V. EDUCATION, TRAINING AND/OR EXPERIENCE

1. Associate or bachelor's degree in finance or accounting preferred.
2. Working knowledge of Microsoft office products, Parish Data System programs, i.e Church Office, Ledger/Payroll and/or QuickBooks.
3. Maintain a level of expertise in PDS (Parish Data Systems) and other computer programs as would be helpful in the church's office setting by participating in diocesan sponsored trainings, classes, or workshops.

VI. WORKING ENVIRONMENT

1. Flexible weekday hours (Monday through Friday).
2. Must have completed the "Safeguarding All God's Family" Program.
3. All personnel are subject to an initial background check and recurring background check every five years.

In addition, all Staff members are expected to perform their duties in a professional manner and spirit which will make people feel at home in the church. In addition to this description staff members are expected to recognize tasks which need to be done, and to undertake them on their own initiative, or to draw them to the attention of their supervisor, if the tasks are beyond their ability or time.