

<b>Job title</b>	Assistant for Business & Finance
<b>Reports to</b>	Business Manager
<b>Status</b>	Part-time / Hourly
<b>Hours</b>	12-15 hours per week (Mon 9- 1:00 pm, other days flexible based on staff needs)

**Purpose**

This position is responsible for maintaining accurate contribution records, annual statements of contributions, and other financial records. The position assists with secretarial duties for the parish.

**Duties and responsibilities**

**Bookkeeping/Accounting:**

- Post all contributions received into parish database (Realm) on a weekly basis.
- Prepares all parish deposits a minimum of twice weekly or as needed. Weekend collection to be deposited on Monday, and later in the week a deposit with candle, publication funds, etc.
- Coordinates money-counting ministry teams, including recruitment, training and answering questions during counting on Mondays and holidays.
- Provide for and supervision of the petty cash fund and Parish credit card bill.
- Promptly prepares and mails annual contribution statements upon request.
- Responsible for setup and maintenance of online giving, including existing PNC automated giving and We Share online giving, including regularly updating We Share site with new donation opportunities.
- Process and post automated giving transactions in the database and in QuickBooks.
- Prepare all thank you correspondence regarding financial giving.
- Coordinates the annual Catholic Charities appeal for the Parish
- Reconcile automated giving accounts and petty cash monthly.
- Respond to all parish communication concerning contributions.
- Works with the offertory envelope company to ensure proper envelopes are ordered and that envelopes paid for by the Diocese are not charged to Divine Word.
- At Fiscal Year End, relocates older accounts payable files to storage (every 2 years). Prepares new file folders for the upcoming two years.
- Responsible for proper storage, retention and destruction of contribution envelopes.
- Works with all Parish departments and ministries to use the We Share online payment system for programs and events.
- Assists with annual Gala and other Parish fundraisers
- Processes all checks through Positive Pay, mails out all bills and maintains payment files.

**Other:**

- Provides back-up phone and office coverage as needed – phones daily, front desk as needed to cover staff absences.
- Perform any other duties or responsibilities as requested by the Business Manager or Pastor.

## Qualifications

- Excellent communication skills.
- Self-starter, able to work with minimal oversight.
- Extremely accurate and precise data entry.
- Comfortable collaborating with members of the staff, parishioners, and volunteers.
- Highly confidential.
- Perceive the position as a ministry.

## Education/Training Requirements:

- Experience with databases and QuickBooks preferred.
- Virtus training (initial and ongoing).

<b>Approved by:</b> (initial)	<i>Fr. Dave Woost</i>	<i>Amy Reynolds</i>	<i>Shari Allwood</i>
<b>Date approved:</b>			
<b>Reviewed:</b>			