



Roman Catholic Archdiocese of St. John's

JOB DESCRIPTION

Job Title:	Administrative Assistant
Department/Group:	St. Patrick's Parish, Burin
Supervisor:	Fr. Emmanuel Quagraine, Parish Administrator
Incumbent:	

Summary Statement/Purpose

Using initiative, tact, judgment and respect for privacy and confidentiality, this position reports to the **Parish Administrator**. It is responsible for the administrative and accounting functions for St. Patrick's Parish – Burin to facilitate the efficient operation of the Parish. The position is required to function with some degree of independence and initiative with work being assessed by the Parish Administrator through periodic review and accomplishment of assignments. Incumbent will exercise independent judgment in the resolution of administrative problems, with complex problems being referred to Supervisor. This position will require proficiency in office operation procedures, computer skills, communication skills (verbal and written), multitasking, accounting as well as relationship management. Efficient execution of these duties will depend upon compliance to processes and procedures in place by the Archdiocese and the Parish. Adherence to legislative requirements and accounting policies and procedures is extremely important.

Primary Role and Responsibilities

Administrative Assistant Responsibilities:

- Answer phone, check messages (phone & email), and pick up and sort incoming mail; prioritize and answer communications accordingly and appropriately or relay to appropriate personnel.
- Maintain security of safe combination and property keys.
- Baptisms, Confirmations, Marriages – record data, prepare documents, ensure items required for celebration of the Sacraments are available, update parish records and maintain copies of documents at parish.
- Funerals – act as contact for funeral home and/or family members. Ensure proper information is obtained and Pastor and Bereavement team notified.
- Respond to requests for info on purchase of Columbarium Niches in Old Burin Cemetery. Contact for funeral homes outside the area, to forward forms to them and help with other inquiries.
- Maintain Safe Environment Program for the Parish.
- Input contribution data to Parish Friendly Software, prepare collection envelopes for distribution and process year end receipts for tax purposes. Issue manual receipts when required.
- Government grants – JCP and CEEP – work with Archdiocesan HR re employee hiring and payroll setup.
- Submit approved timesheets to Archdiocesan payroll department.
- Order Bingo and canteen supplies for a timely delivery.
- Books events at social centre ensuring event liability insurance and if need to process "Minor on Premises" form with NLC.
- Renew Annual Club Licence.
- Prepare weekly Bulletin for distribution at weekend masses.
- Order office and Church supplies as needed.
- Record Christmas Hamper applications.

Accounting Responsibilities:

- Pays vendors in accordance with Archdiocesan policy and procedure; schedules and prepares cheques; charges expenses to accounts via analysis of invoice/expense reports; matches approved purchase orders with invoices ensuring any queries are resolved regarding contract, invoice, or payment discrepancies and documentation; in a timely manner; enters information into Sage 50 by



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verifying and posting transactions; verifies processed work and vendor accounts by reconciling monthly statements and related transactions.

- Processes Clergy and other employee monthly expense reports by performing initial review ensuring expenses are appropriately supported with receipts/backups, proper approvals, and correct coding of expenditures/taxes in Sage 50.
- Reconciles Parish's monthly credit card billing, ensuring documentation is complete and approved;
- Prepares monthly financial statements, using Sage 50, by performing accounts receivable, accounts payable, bank reconciliations and other necessary accounting functions; follows up on any outstanding issues or matters.
- Input contribution data to Parish Friendly Software, prepare collection envelopes for distribution and process year end receipts for tax purposes. Issue manual receipts when required.
- Works with finance committee and responds to their accounting queries.
- Prepares all parish deposits and delivers to bank.
- Manage incoming stipend receipts for parish services.
- Administers all activities related to fundraising ie Chase the Ace - weekly preparation of float, deposit slips and deposit bag, and ensures all appropriate backup and papers are filed.
- Monitors and prepares extra invoices, payments for rental, traffic control papers, lottery contacts, Telephone calls, e-mails and 50/50 backup. Ensures all necessary licensing reports are prepared and filed regarding Chase the Ace.
- Ensures all funds raised for the Old Burin Cemetery are properly allocated to correct accounts; Ensuring all invoices for Ways and Means or Cemetery Accounts are coded, copied and paid.

General Responsibilities:

- Maintain an ongoing liaison with Parish Administrator to determine priority issues and to ensure Parish Administrator is updated on Parish issues.
- Maintain an orderly filing system for all Parish and financial information.
- Respond to inquiries from RCEC, other parishes and parishioners.
- This position may perform other related duties, consistent with skills and abilities.

Qualifications

Education and Experience Requirements

- Graduation from a post-secondary diploma program in Office Administration with a specialty in Accounting
- 3-5 years' experience working in an office environment, performing administration and accounting work
- Experience working with accounting software, in particular SAGE 50 (Simply Accounting)

Knowledge, Skills and Abilities

Proficiency in:

- Knowledge of MS Word, Excel, Outlook, Internet Explorer and Sage 50
- Knowledge of accounts receivable, accounts payable, and general accounting
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Knowledge of customer service principles and practices
- Knowledge of or experience with database or Parish Friendly software would be an asset.
- Knowledge of or familiarization with Roman Catholic theology, customs and procedures would be an asset.

Personal Competencies

- Ability to maintain confidentiality of files, documents, and general information and exercise a high level of discretion



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- Ability to be detailed-oriented and perform work with accuracy and speed
- Ability to work independently with minimal supervision
- Demonstrate effective oral and written communications skills
- Respectful attitude toward Clergy, co-workers, service providers, parishioners, volunteers and other members of the public
- A team player who has the ability to develop and maintain effective relationships
- Ability to make timely, informed decisions that take into account the facts, goals, constraints, and risks
- Ability to be organized and manage time effectively, while ensuring the optimal use of resources to achieve objectives
- Trustworthy through consistent honesty and professionalism in all interactions
- Ability to be pleasant, welcoming and courteous with visitors and callers

Physical Requirements

- May, on occasion, lift or move boxes and files

Professional Designations/Memberships

- Not Applicable

A Certificate of Conduct and Vulnerable Sector Check from the Royal Canadian Mounted Police is required for the position.

Working Conditions

Work schedule is based on a 30 hour week, Monday to Friday. At the discretion of the Supervisor, additional hours may be required on an infrequent basis in order to complete assigned tasks. Occasionally, travel to other parishes is required.