

North Glengarry Parishes

<https://stfinnan.ca/>

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Alexandria, ON

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pastor@stfinnan.ca

2021-03-06:

Job Position: Parish Administrator

Reporting to: Pastor of St. Finnan's

Description: The Administrator will be a professional and energetic individual who will assist the Pastor in a broad range of administrative areas and will ensure the smooth running of the Parish office and supporting office systems for our four North Glengarry Parishes. This individual will be responsible for the preparation of the payroll, for accounts payable and receivable and for various other matters of a financial nature.

The Administrator will provide leadership and day-to-day supervision of the temporal affairs of the Parish in such a way as to enable the Pastor to concentrate on the pastoral affairs of the Parish. The candidate for this position must be resourceful and highly organized, able to work autonomously, and have the capacity to prioritize with little supervision. The position requires superior interpersonal skills and exceptional tactfulness as the duties involve communicating and contact with parishioners and non-parishioners alike. S/he must be able to exercise good judgment and discretion in dealing with matters of a confidential nature as well as function in a cooperative and engaging manner.

Remuneration: In accordance with the diocese salary scale.

Hours: Weekly working 35 hours. Office hours are Monday to Friday from 8:30am to 12pm. Weekly afternoon hours may change when attendance at evening committee meetings is required.

Applications: Closing date is March 23, 2021 at 12:00pm.

Electronic copies of applications (cover letter and resume) can be sent to: pastor@stfinnan.ca

All applications (cover letter and resume) submitted in 'hard copy' to be marked 'Confidential', and addressed to the Pastor. Please include name and contact information of at least two of your latest work-related references.

Administrative Duties and Responsibilities:

- Be a first point of contact in the Parish Office for parishioners and non-parishioners.
- Provide leadership in dealing with incoming inquiries via telephone, mail, email and in person.
- Assist and support the Pastor in managing the demands on his time.

Duties and Responsibilities in running the Parish Office:

- Coordinate the weekly Nota Bene and notices for special celebrations and events.
- Prepare the weekly General Intentions and Priest Announcements.
- Follow established procedures in regards to requests for announced masses.
- Manage the sacramental processes by following established procedures in regards to weddings, baptisms, funerals, first communion, and confirmation.
- Maintain an effective filing system.
- Maintain a key register of those individuals with keys to Parish rooms or facilities.
- Prepare the Diocesan Annual report.
- Maintain office supplies.
- Oversee the safeguarding and backup of all historical documents for our four parishes.

Duties and Responsibilities related to Facilities Management and Maintenance:

- Ensure that the maintenance staff is aware of one-time set-up, take-down, and clean-up requirements for the hall and other meetings rooms on a weekly basis.
- Maintain a record and calendar of all contracts, inspections, and other required renewals, such as insurance policies, etc.
- Maintain a list of major repair projects to be reviewed on a regular basis by the Pastor and the Parish Finance Council.

Duties and Responsibilities of a Financial Nature:

- Prepare payroll and remittances to CRA.
- Responsible for accounts receivable and payable, and for coding and recording transactions in the appropriate accounting software under the guidance of the Parish Bookkeeper.
- Reconcile the Parish's bank accounts and assist the bookkeeper in the preparation of standard financial reports, as required.
- Participate in the preparation and monitoring of the Parish budget.
- Organize and implement the parish collection envelope system and the distribution of income tax receipts.
- Responsible for accurate reporting of mass stipends to the Diocese.

Other Duties and Responsibilities:

- Assist our communications consultant, as required, in the coordination of the Parish digital media presence.

Qualifications

The ideal candidate will possess the following qualifications:

- Demonstrated commitment to the mission and values of the Catholic Church
- College diploma or University degree in a field related to administration, an asset
- Three or more years of administrative experience, or equivalent.
- Excellent communication skills, both verbal and written, in English
- Professional image combined with strong interpersonal skills, high level of professionalism, energy, speed and accuracy
- Diplomatic, tactful and discrete in dealing with confidential matters
- Resourceful, with the ability to prioritize, multitask and meet deadlines with minimal supervision
- Work well under pressure by incorporating excellent time management skills in order to juggle many priorities and meet numerous deadlines
- Ability to work in collaboration with others
- Excellent knowledge of MS Office, particularly Word, Outlook, Excel and PowerPoint.
- Excellent knowledge of an accounting software package which includes payroll.
- Recent clear Canadian Criminal Records check.