

**PARISH:** St. John Mary Vianney Catholic Church , Kirkland, WA 98034

**POSITION TITLE:** Pastoral Assistant for Administration

**REPORTS TO:** Pastor

**POSITION PURPOSE:**

- Oversees administrative functions for the parish including personnel, finance, and facilities.
- Assures compliance with local, state, and federal laws/regulations along with Archdiocesan rules, regulations, and policies.
- Provides other administrative support services as needed.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Oversee Stewardship and Development activities. This includes, but not limited to, the Parish Annual Stewardship Campaign and the Archdiocesan Annual Catholic Appeal Campaign.
- Oversee the counting, balancing, depositing, posting, and filing of weekly collections/donations and other income.
- Check online for daily donations in addition to our regularly scheduled EFT & ACH monthly donations.
- Review/approve financial transactions (accounts payable, accounts receivable, banking, payroll) and assure that each is properly recorded. Pay bills weekly.
- Email bookkeeping information and documents to bookkeeper (works from home) as needed during pandemic.
- Assists in the preparation and administration of the annual capital and operating budget.
- Maintain parish database, currently *Parish Data Systems*. This includes the preparation and distribution of the annual End of Year donation letter to donors.
- Record sacraments received in Sacramental Record books, and prepare certificates as needed and requested.
- Prepare and send to the Archdiocese the Annual Tax-Exempt Status Renewal report in February.
- Oversee the Parish Safe Environment database. Submit to the Archdiocese the Annual Compliance form in May.
- Prepare and send to the Archdiocese the Fiscal Annual Parish Report-the non-financial parts-due in August.

- Keep our monthly donation envelope company, *Our Sunday Visitor* updated with additions, deletions and change of addresses, as needed.
- Participate in all staff meetings. Attend parish, deanery & Archdiocesan meetings, as necessary.
- Collaboration with the pastor, pastoral staff, and parish consultative bodies in implementing the parish mission.