

**ADMINISTRATIVE ASSISTANT Job Description**  
**For**  
**St. Vincent Ferrer Church**  
**7754 Montgomery Road**  
**Cincinnati, OH 45236**

**I. IDENTIFYING INFORMATION**

**Position Title:** PARISH ADMINISTRATIVE ASSISTANT  
**Status:** Full time, Non-exempt, 12 months  
**Reports to:** Business Manager, Pastor

**II. PRIMARY FUNCTION OF THIS POSITION**

The Administrative Assistant provides clerical and business support for the parish office operations. In this role, the Administrative Assistant is the initial parish contact to many, greeting all who call and visit.

**III. POSITION CONTENT**

**A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES**

1. Receptionist service for the parish office
  - Welcomes and greets people who come into the parish office
  - Answers phones, takes messages and/or refers callers to the appropriate person, updating phone system messages as needed
  - Registers new parishioners
  - Handles general correspondence, clerical support and parish-wide announcements/emails
  - Handles routine questions about policies
  - Schedules memorial Masses for individuals as requested
2. Secretarial and clerical services for the parish office
  - Performs word processing and correspondence
  - Distributes mail and other related material
  - Maintains filing system, monitors and orders office supplies
  - Schedules facilities and monitors keys to parish buildings
  - Maintains parish database records including new parishioner registrations
3. Liturgical support
  - Maintains sacramental records including accurate recording of marriages, baptisms, funerals, etc.
  - Provides updated Baptism certificates with notations as needed
  - Provides support for Baptism and Bereavement Ministries
  - Monitors and orders church supplies
  - Compiles weekly pulpit announcements
  - Prepares weekly church bulletin
  - Maintains Holy Day liturgical ministry needs and processes
4. Bookkeeper services
  - Assists with bookkeeping procedures and collection counting as needed
  - Understands controls and items necessary for safe cash handling

- Prepares bank deposits and records receipts (ParishSoft)
- Prepares checks and generates reports as needed (ParishSoft)
- Records credit card charges and performs monthly reconciliation (ParishSoft)
- Data entry for weekly contributions (Gabriel)

**IV. POSITION SPECIFICATIONS/REQUIREMENTS**

**A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)**

- Must have strong organization and computer skills
- Must be proficient with MS Office suite (Publisher, Word, Excel) and other software as needed
- Must have strong verbal and written communication skills
- Must have basic knowledge of how the parish operates and be able to grasp quickly how the parish office functions
- Must have ability to maintain confidentiality in all matters
- Must have ability to relate to a variety of persons, in-person and remotely
- Knowledge of the Catholic faith

**B. EDUCATION, TRAINING AND/OR EXPERIENCE**

Previous training and/or applicable experience using computer hardware and software required.

**V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES**

NA

**VI. WORKING ENVIRONMENT**

The parish administrative assistant works the normal work week of parish office hours.

Employees of St. Vincent Ferrer Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Vincent Ferrer Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

**VII. ACKNOWLEDGEMENT**

**I have read, understand and agree to perform all job duties and requirements outlined in this job description.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date