

JOB DESCRIPTION – BOOKKEEPER/ADMINISTRATIVE ASSISTANT
Stella Maris Family of Parishes

I. IDENTIFYING INFORMATION

Position Title: BOOKKEEPER/ADMINISTRATIVE ASSISTANT
Status: Part-time; Non-Exempt, 12 months
Reports to: Business Manager

II. PRIMARY FUNCTION OF THIS POSITION

The Bookkeeper/Administrative Assistant provides day-to-day financial and operational support, data entry, records management and administrative support services.

III. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

- Answers phone calls and directs callers to appropriate personnel, schedules appointments, signs for incoming packages, and assists parishoners and other visitors.
- Inputs and updates information in databases and spreadsheets.
- Researches and summarizes information for reports
- Prepares bank deposits and records receipts
- Reconciles bank accounts
- Helps maintain tuition and school accounts
- Works discretely with sensitive information to maintain confidentiality and ensure compliance with privacy policies.
- Presents a positive and professional image for the organization.
- Works closely with other staff and supports colleagues as needed.
- Reports to the Business Manager

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE AND/OR ABILITIES (SKAs)

- Must have demonstrated bookkeeping skills
- Must have excellent computer skills, working knowledge of Microsoft Office, Quickbooks or similar software packages
- Must have organizational skills
- Must have ability to meet deadlines
- Must have ability to maintain confidentiality
- Must have ability to perform outlined tasks with minimal supervision

B. EDUCATION, TRAINING AND/OR EXPERIENCE

- Associates degree (preferred)
- High level of skill in using computers, traditional financial management software and office productivity software
- Three to five (3-5) years' experience in bookkeeping/administrative support
- Previous training or applicable experience

V. COMPENSATION

Compensation will be based upon qualifications and experience

VI. WORKING ENVIRONMENT

Shared office space at St. Bernadette's Church with flexibility to work remotely. St. Bernadette is part of the Stella Maris Family of Parishes.

Please send all inquiries/resumes to: hr@stellamarisfamily.org

Employees of the Stella Maris Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Stella Maris. 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.