



St. Matthew Parish

Pastoral Assistant for Administration Job Description

Position Purpose

Supports the Pastor in overall parish administrative functions including personnel, payroll, finance, technology, property management and facilities. Assures compliance with Archdiocesan policies, and local, state and federal laws/regulations. Oversees activities relating to Stewardship and Campaigns.

Major Duties and Responsibilities

- Works directly with the Pastor to promote the vision and plan of the Pastor for the parish
- Using Quickbooks, processes parish transactions and payroll and prepares monthly financials for review by the Pastor and Finance Council
- Prepares annual parish budget
- Maintains asset and supply inventory for the church, office and facility
- Assists the Pastor with fundraising events (Stewardship, Annual Appeal, Capital Campaigns)
- Supervises parish Secretary and Maintenance Personnel
- Manages parish facilities and properties
- Oversees special projects with budgeting concerns
- Coordinates with parish ministries and councils
- Reviews and updates parish policies and procedures per Archdiocesan guidelines
- Attends Archdiocesan and Parish meetings (Staff, Pastoral Council, Finance and Facilities)
- Administers the parish website

Skills

- Full-Charge Bookkeeper
- Comfortable working with QuickBooks and Microsoft Office
- Experience with Ultipro is desirable but not required
- Website maintenance experience a plus
- Ability to manage diverse responsibilities and meet deadlines