

# Archdiocese of Seattle – Sacred Heart of Jesus Parish

Position: *Pastoral Assistant for Financial Services*

Reports to: The Pastor

---

## I. POSITION PURPOSE

Oversees and directs administrative functions for the parish finance, including booking services. Assures compliance with Archdiocesan policies, and local, state and federal laws/regulations. Oversees activities relating to Stewardship.

## II. GENERAL PERFORMANCE REQUIREMENTS (knowledge, skills, abilities)

- Demonstrated strong written, verbal and interpersonal communication skills
- Direct experience with QuickBooks and principles of bookkeeping.
- Experience with database management systems; experience with Parish Data Systems a plus.
- Strong self-starter; able to work independently yet be a committed team member, including motivating and managing volunteers.
- Attentive to detail while working on several projects.

## III. MAJOR DUTIES and RESPONSIBILITIES

- A. Maintains accounts payable and receivable ledgers, and prepares and submits a financial statement to the pastor and Finance Council on a monthly basis.
- B. Maintains all parish banking accounts, processes check requests, and verifies authorization for expenditures in all program and operating accounts.
- C. Reconciles bank statements on a monthly basis.
- D. Prepares bi-monthly staff payroll and maintains the Ulti-Pro payroll system.
- E. Accounts for all contributions to the parish and deposits parish collections on a weekly basis.
- F. Coordinates volunteers for money-counting and record-keeping.
- G. Administers the pension, medical, dental, life, long-term disability insurance, Tax Deferred Annuity and Premium Only Programs for parish employees.

- H. Assures preparation and administration of capital and operating budgets for the parish. Provides financial information including current budget allocations, year-to-date balances and anticipated financial needs for the future.
- I. Assist the pastoral leader on various fund raising efforts for the parish, including the Annual Catholic Appeal, Sacrificial Giving, Planned Giving, and special collections.
- J. Assist the pastoral leader to evaluate office equipment and technology, and manages the up-grade if needed. Directs the preparation and upkeep of asset inventory.
- K. Assures accurate and confidential record keeping systems.
- L. Serves as staff resource person for various consultative groups including Finance Council and Stewardship Commission. Assist the pastoral leader financially manage parish facilities and grounds.
- M. Maintains a level of knowledge and skills required for the bookkeeping profession. This may be accomplished by participating in Archdiocesan sponsored training, attendance at workshops and classes, reading appropriate materials and/or membership in local professional organizations.

#### **IV. SECONDARY FUNCTIONS**

- Supervises office staff and volunteers when needed
- Occasionally serves as the contact person between the parish and vendors for facility needs.
- Participates in staff meeting
- Perform other pertinent duties as assigned.

#### **V. MINIMUM QUALIFICATIONS**

- Applicants should have a bachelor degree in areas of accounting, budgeting, and/or financial management, and at least three years experience working in the above-mentioned fields.
- Leads a life consistent with the Catholic faith and moral teaching.
- A background check is required before hire, and participation in a “Safe Environment Called to Protect” class is required within 30 days after start date.

#### **VI. SALARY AND BENEFITS**

- Salary based upon experience and Archdiocesan benefits are available.

**SACRED HEART OF JESUS CHURCH**  
 205 Second Avenue North  
 Seattle, WA 98109

**EMPLOYMENT APPLICATION**



POSITION APPLYING FOR \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_  
Street City State Zip Code

E-MAIL ADDRESS \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_ BUSINESS TELEPHONE NUMBER \_\_\_\_\_

CELL PHONE NUMBER \_\_\_\_\_ ARE YOU AT LEAST 18 YEARS OLD?  YES  NO

IF THE POSITION YOU ARE APPLYING FOR REQUIRES MEMBERSHIP IN A CATHOLIC PARISH OR FAITH COMMUNITY (as indicated in the minimum requirements for the position), PLEASE IDENTIFY YOUR PARISH/COMMUNITY:  
 \_\_\_\_\_

ARE YOU CURRENTLY OR HAVE YOU EVER WORKED FOR A PARISH, SCHOOL, CHANCERY OR AGENCY OF THE ARCHDIOCESE OF SEATTLE, CATHOLIC COMMUNITY SERVICES, OR OTHER CATHOLIC ENTITY, OR ARE AN ORDAINED PRIEST/WOMEN RELIGIOUS?  
 YES  NO  
 IF YES, PLEASE INDICATE WHERE: \_\_\_\_\_

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? (Proof of employment eligibility will be required upon employment)  YES  NO

HOW DID YOU HEAR ABOUT THIS OPENING? \_\_\_\_\_  
Please list specific website, newspaper, etc.

EDUCATION/SKILLS:

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED	GRADUATED?	LIST DIPLOMA OR DEGREE
HIGH SCHOOL			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Persons needing accommodation to complete the application process should notify the parish.

**OTHER TRAINING/EDUCATION/SKILLS:**

**PREVIOUS EXPERIENCE:**

Please list name, address, and phone number of previous employment, military, or volunteer experience with most recent experience first.

1. Name of Organization \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Status: \_\_\_ Volunteer \_\_\_ Full Time paid \_\_\_ Part Time paid Current/Ending salary \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_

Duties and responsibilities of position:

  
  
  
  

Reason for Leaving \_\_\_\_\_

Name known by (if different than present name) \_\_\_\_\_

2. Name of Organization \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Status: \_\_\_ Volunteer \_\_\_ Full Time paid \_\_\_ Part Time paid Current/Ending salary \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_

Duties and responsibilities of position:

Reason for Leaving \_\_\_\_\_

Name known by (if different than present name) \_\_\_\_\_

3. Name of Organization \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Status: \_\_\_ Volunteer \_\_\_ Full Time paid \_\_\_ Part Time paid Current/Ending salary \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_

Duties and responsibilities of position:

Reason for Leaving \_\_\_\_\_

Name known by (if different than present name) \_\_\_\_\_

