

St. Dunstan's Parish

Fredericton, NB

(Job Description - Updated February 10, 2017)

Position: Secretary and Bookkeeper
Work Location: MBFC
Status: Full-Time
Hours of Work: 8:30 to 4:30 Monday to Friday – Additional when required.

Supervision: This position reports to the Business Manager of St. Dunstan's Parish.

Duties: This position is responsible for, but not limited to, completing the following activities in a timely and accurate manner:

Daily

- Assist the Pastor in all areas of Parish administration.
 - Maintain Parish marriage, baptism, confirmation, first Eucharist and death registers.
 - Issue baptismal and marriage certificates as required.
 - Assist the Pastor in the publication of the weekly bulletin.
 - Maintain record of mass intentions.
 - Communicate phone and personal requests to the Pastor.
 - Deliver effective customer service to parishioners and visitors.
 - Follow up with parishioners regarding inquiries and complaints.
 - Coordinate reception requests for funerals.
 - Schedule requests for meeting rooms.
 - Process outgoing mail.
 - Order office, church & janitorial supplies as needed.
 - Bring building maintenance and security issues to the attention of the Parish Business and Facilities Manager as you identify any.
- Assist the Business Manager in the processing of financial transactions and handling of monies received through the Parish office.
 - Comply with the policies and procedures set out in the Parish's Financial Policy and Procedure Manual.
 - Record all charitable donations in Parish Friendly system.
 - Reconcile vendor statements to outstanding bills where applicable before paying on account.
 - Pay bills that are due so that late payment charges are not incurred.
 - Process bi-weekly payroll.
 - Maintain custody of front office cash float and petty cash box.
 - Pick up mail and deliver unopened to Business Manager.
 - Ensure all cheques received over the counter are given to the Business Manager for recording in the cheque receipt book.
 - Make regular bank deposits.

- Manage sales and recordkeeping for the Hermitage Cemetery.
 - Maintain computerized cemetery management records.
 - Maintain index and map of burials.
 - Show lots available for sale.
 - Communicate to staff where burials are to be placed.
 - Liaise with priests, staff, funeral homes, monument companies, etc. regarding funeral and burial logistics.
 - Invoice funeral homes as required.

Monthly

- Produce a monthly revenue report from Parish friendly for the Business Manager to reconcile to QuickBooks records.

Yearly

- Complete Status Annumarum report for the Diocese.
- Reconcile mass intentions and submit payment to Diocese.
- Issue charitable tax receipts.

Other Occasional Duties

- Other sundry duties as assigned by the Pastor and/or Business and Facilities Manager.

Acknowledgement

I have read and fully understand my duties as a Secretary and acknowledge receiving a copy of this job description.

Signed by Employee

Dated