

JOB DESCRIPTION – SECRETARY

St. Agnes, Morrisdale – Ss. Peter & Paul, Hawk Run,
Immaculate Conception, Osceola Mills
October 12, 2022

General Overview:

Works 24 hours a week, Monday through Thursday, 8:30 am to 2:30 pm. Part-time job – no benefits. Hourly wage to be discussed with business manager and pastor. Office located in St. Agnes Social Hall in Morrisdale, PA.

Confidentiality is essential, no parish information is divulged.

Office Duties:

Operate office computer, copier, and printer. Has ability to operate computer software and keep track of emails.

Open office e-mails and mail. Able to answer and return phone calls in a timely manner.

Reviews and pays bills for St. Agnes, Immaculate Conception, and Ss. Peter & Paul on a weekly basis, using PDS Accounts Payable.

Maintains parishioner information in PDS. Exports parishioner information to Our Sunday Visitor for printing of contribution envelopes (every two months).

Updates computer software as necessary.

Performs end of month, end of quarter and end of year accounting process. Makes weekly and end of month backups in accounting and All Church Records.

Maintains and reconciles checking and savings accounts for St. Agnes, Ss. Peter & Paul & Ss. Cyril & Methodius Church accounts.

Maintains petty cash account.

Maintains accounting of Mass Stipends.

Prepares bank deposits as needed.

Oversees the posting of financial contributions and other office work.

Maintains records for the Catholic Service Appeal and exports the information to the Diocese on a monthly basis.

Maintain paperwork for the investment portfolios of the parishes.

Assist in the compiling of seasonal financial and census reports.

Will manage parish bulletin.

Types and copy memorial lists for holidays, Christmas, Easter, Mother's' & Father's Day.

Records Baptisms, First Communion, Confirmations, Marriages and Deaths in the Church register books for St. Agnes & Ss. Peter & Paul.

Prepares Sacramental Certificates as needed.

Records and schedules Mass Intention requests. Creates and types schedule of "For the People" Masses for St. Agnes, Ss. Peter & Paul & Immaculate Conception.

Maintains Mass Intention Books for St. Agnes, Ss. Peter & Paul, and Immaculate Conception.

Creates and mails liturgical minister (Lectors, Eucharistic Ministers, Ushers) schedules every four months.

Schedules dates for rental of St. Agnes Social Center. Sends contracts to renters, notifies the Diocese of renter's liability insurance, makes sure fees are paid and refunds damage deposits after the rental.

Maintains filing system for financial and general activities.

Orders office supplies as necessary with as approved by the pastor.

Provides research of Church Records upon request for family histories, as approved by the Pastor. Responsible for keeping the office in efficient operational order.

Cemetery & Deaths

There are three cemeteries at this business site: St. Agnes, Morrisdale, Ss. Peter and Paul, Hawk Run, and Ss. Cyril and Methodius (church now closed), Windburn.

Records deaths in Cemetery Records and registers.

Sends burial permits to local registrar and Division of Vital Records.

Maintains checking accounts for St. Agnes, Ss. Peter & Paul and Ss. Cyril & Methodius.

Maintain records for the investment portfolios of the three cemeteries.

Receive all bills and prepare all checks for the three cemeteries.

Maintain accounting for the three cemeteries. Assist in the compiling of annual cemetery reports.

Maintain up to date records of cemetery easements.

Maintain an up to date map of the parish cemetery.

How to apply:

Interested applicants may obtain the application from the back of one of the listed churches, or download and print from <https://eriercd.org/employment.html>

Deadline for application is Friday, November 4, 2022