

**St. Francis of Assisi Parish
6245 Wilmington Pike
Centerville OH 45459
937-433-1013**

Position Title: **RECEPTION DESK ADMINISTRATOR**

Status: Full-time; Non-exempt

Reports to: Business Manager

JOB SUMMARY: To provide administrative, reception, and related office services; act as a minister of hospitality to the parish; and maintain accurate parish records.

Employees of St. Francis of Assisi Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Francis of Assisi Catholic Church. 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.

MAJOR RESPONSIBILITIES & REGULAR ACTIVITIES:

1. Minister of Hospitality services
 - Welcomes and greets people who come into the parish office
 - Operates a multi line phone system, takes messages when needed, and refers callers to the appropriate staff or ministry
 - Assists with copy work, correspondence, and other work as assigned

2. Financial services
 - Prepares year end contribution statements
 - Maintains the daily ledger and the petty cash register

3. Administrative services
 - Maintains PDS, the parish database
 - Maintains the online parish calendar and associated logistics
 - Maintains records of the sick
 - Maintains Transfer Station
 - Maintains Christmas & Easter flower memorial information
 - Maintain inventory of the Hospitality Bar
 - Sorts and distributes mail
 - Helps with sacramental records and certificates as needed
 - Records deaths as needed

POSITION SPECIFICATIONS/REQUIREMENTS:

1. Skills, Knowledge and Abilities
 - Must have ability to communicate verbally and in writing
 - Must have ability to relate to a variety of persons
 - Must have knowledge of how the parish operates
 - Must have ability to honor and maintain confidentiality in all matters
 - Must have knowledge and skill in using computers and office equipment
 - Must have good organizational skills
 - Must have ability to meet deadlines and manage time

2. Education, Training and Experience
 - Active member of a Roman Catholic parish is preferred
 - Conducts oneself in a manner consistent with the mission of the Catholic Church
 - High school graduate or equivalent required
 - Experience with Google Apps, Microsoft Office Products, and PDS (parish database)
 - 3 years experience working with the public
 - 3 years of general clerical experience

3. Working environment
 - The normal work week is Monday through Friday, 9am-5pm