

## Oferta pracy – Job offer

As of September 1, there is a vacancy in the parish of St. Florian for the position of secretary/manager of the parish office. Below is information regarding the requirements and qualifications for this position. Interested persons are asked to contact the parish office at 313-871-2778 or email: [office@stflorianparish.org](mailto:office@stflorianparish.org)

*Z dniem 1 września zwalnia się w parafii św. Floriana miejsce pracy na stanowisku sekretarki/menadżera biura parafialnego. Poniżej są informacje dotyczące wymagań i kwalifikacji na to stanowisko. Osoby zainteresowane prosimy o kontakt z biurem parafialnym 313-871-2778 albo email: [office@stflorianparish.org](mailto:office@stflorianparish.org)*

Position Title: Office Manager

Reports to: Priest-in-Solidum

Position Summary: Professional administrator supporting the Priest-in-solidum. Stewards the physical, financial, personnel and worship/liturgical resources of the parish.

### Preferred Experience:

- Practical knowledge of basic accounting systems
- Experience in preparing financial reports and analysis of operations
- Basic knowledge of parish operations and activities and ability to quickly grasp how the parish office functions
- Comfortable interfacing with all levels of the AoD (Archdiocese of Detroit) and parish in a professional manner

### Personal Qualifications:

- Excellent business communications, both written and verbal (bilingual – Polish and English)
- Results-oriented with strong skills in problem management, attention to detail, and highly organized
- Associates degree in Business Administration or equivalent with practical knowledge of basic accounting
- Must be a Catholic in good standing
- Maintain strict confidentiality regarding church personnel, financial and all other sensitive information
- Proficient in Microsoft Office (primarily Word, Excel, Publisher)
- Experience using several online applications including ParishSOFT

### Responsibilities:

#### Administration

- Onsite during office hours to greet visitors, answer calls and emails, accept deliveries and receive service calls
- Maintain ParishSOFT database
- Manage an overall parish calendar (Pastor, Worship, Office, Operations)
- Maintain contact lists (lectors, substitute priests, emergency contacts, volunteer groups)

- Adhere to AoD policies and procedures (including USCCB safe environments, background check procedures)
- Serve as contact for employee HR issues, insurance questions, retirement benefits, etc.
- Process requests for documentation (ex: letter confirming active parishioner)
- Serve as main interface to Charter school on all related matters (invoicing, compliance with lease, daily issues, etc.)
- Prepare weekly Church Bulletin, Mass Documents
- Process Mass Intentions

### Financial

- Administer (prepare and review) the budget process in collaboration with the priest-in-solidum and bookkeeper
- Manage (in conjunction with bookkeeper) the banking and bookkeeping activities for the parish (offertory collections, payables and receivables)
- Maintain accurate filing, record keeping and reporting of all financial matters – liaison to Finance Council
- Monitor the collection, counting, recording and depositing of parish revenue
- Ensure financial reporting is provided and meets all requirements
- Monitor compliance with all AoD policies and civil laws
- Serve as guide for all fund-raising efforts

### Supplier Management

- Maintain supplier contact information
- Ensure all required maintenance is scheduled and completed according to requirements (organ, elevator, boiler system, church bells, etc.)
- Manage all office-related supplier needs (Internet, printers, office supplies, etc.)
- Order all sacramentals (candles, holy cards, etc.)

### Sacraments

- Respond to inquiries regarding Weddings, Baptisms, Funerals
- Maintain information regarding scheduling of sacraments and related requirements
- Ensure documents, certificates, etc. are prepared and recorded in registry
- Coordinate preparation of Church (flower delivery, special set-up in Church)
- Manage all sacramental records

### Other

- Identify / implement improvements such as new website, cost-saving efforts, new AoD requirements, etc.
- Submit / renew criminal background checks for staff and volunteers
- Must complete Protecting God's Children for Adults training upon hire