IMMACULATE CONCEPTION PARISH

JOB DESCRIPTION

Job Title: Receptionist/Accounts Payable

Job Code:

Department: Parish Administration

Reports to: Director of Finance

Hours: Full Time, Monday thru Thursday 8AM to 4:30PM, Friday 8AM to Noon

Position Summary: Responsible for greeting visitors and/or callers to the Parish offices and determining their needs. Contact appropriate staff resource to help resolve identified issues. Ensures compliance of all visitors to the Parish of all policies and procedures of the Parish. Pay all invoices for Parish as instructed by Director of Finance.

Essential Functions:

1. Greet and assist all persons entering Parish Administration Center.
2. Answer Phone calls, manage phone messages for main Parish phone line, nightly & seasonal messages.
3. Daily mail & package distribution.
4. Schedule Mass Intentions and prepare mass cards.
5. ParishSOFT Database – updates and maintenance: New Parishioners, address changes, baptisms, deaths. Give copies of New Parishioners to Associate Pastor, Director of RE and ICGS Development.
6. Schedule baptisms for parish families. Prepare Baptism Certificates and all paperwork needed. Schedule baptism prep for families monthly.
7. On-Line Giving – set up new “managed” givers. Update and assist parishioners with questions.
8. Set up and update “Our Sunday Visitor” Envelope system.
9. Initial contact with Funeral Homes for funerals. Informs Pastor of all details and begins communication process with appropriate staff.
10. Accounts Payable – Prepare invoices & check requests for vendor run, print vendor checks,

distribute/mail checks, file invoices.

1. Prepare reimbursement invoice for ICCP accountant and include copies of all invoices.
2. Mail requests for Form W-9 as needed. Prepare Forms 1099NEC annually and mail. Prepare and mail year-end donation acknowledgement statements.
3. Send Welcome Packets to New Parishioners.
4. Maintain parish website. Enter Mass intentions.
5. Maintain electronic parish sign.
6. Maintain staff lists, send birthday cards from priests to staff. Maintain Christmas Card list for Pastor.
7. Maintain Parish record books for baptism and death, Weddings, 1st Communions and Confirmations that take place at other parishes.
8. Prepare baptism and confirmation record requests.

Marginal Functions:

1. Diocese of Joliet “CMAA” updates. Mail collections as needed.
2. Diocese of Joliet “Portfolio” update. New Parishioners quarterly, deaths as needed.
3. Creates monthly contribution report for Grade School families. Discuss follow up plans with Pastor.
4. Back up support for Parish Calendar entry.
5. Prepare “Guidebook” Directory in Fall. Update information as needed.
6. 1st of Month - run postage meter report.
7. Help with parish mailings throughout the year: Stewardship, 53rd Sunday, Christmas, Easter. Create labels as needed.
8. Order Business office supplies.
9. Prepare timecards, collect timecards on appropriate day.
10. Help with printing of booklets for parish as needed.
11. Maintain Gift Card Inventory for Christian Ministry.
12. Maintenance of Business Office machines: copier, postage, and folding machine.
13. Other duties as assigned by Director of Finance/Business Manager or Pastor.

Equipment Used:

Computer, software – ParishSOFT, Excel, Word, Publisher

Calculator

Education:

Processes High School Diploma or GED. Some College level course preferred.

Prior Related Experience:

Minimum of 3 years in an administrative capacity within a Catholic Church and/or School preferred.

Skills/Qualifications: Reporting Skills, Administrative Writing Skills, Microsoft Office Skills and Organization.