

St. Rose of Lima Catholic Church

Job Title:	Parish Secretary	Location:	Sooke
Phone Number: (250) 642-3945 Email: info@strosesooke.com Website: www.strosesooke.com		MAIL: St. Rose of Lima Catholic Church 2191 Townsend Rd Sooke BC V9Z 0H4	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Office Responsibilities:</p> <ul style="list-style-type: none"> • Managing security system access • Buying Kitchen supplies as needed and deliver it to the kitchen. • Buying all the office supplies needed. • Complete online payroll • Greet visitors and follow up on their requests. • Manage parish email and phone enquiries • Pick up and handle the mail • Manage photocopier billing • Perform offsite back up of computer files • Manage PPC and AGM files <p>Finance Responsibilities:</p> <ul style="list-style-type: none"> • Managing cheque signing authorities • Managing Pre-Authorized Deposits (PAD) • Manage Church Rentals • Prepare cheques for signing for invoices received <p>Church Responsibilities:</p> <ul style="list-style-type: none"> • Maintain parish database (Parishsoft) by updating as required • Prepare and distribute (by email) the weekly parish bulletin • Manage mass intentions • Complete and submit the Annual Spiritual Report • Record all sacrament registrations in Parish Registration Book and Parishsoft <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>High School Graduation. Organized, self starter, good communication skills, able to work with little or no direction.</p> <p>PREFERRED SKILLS</p> <p>Good working knowledge of Microsoft Office software (e.g.: Excel, Word, Outlook, Publisher).</p> <p>ADDITIONAL NOTES</p> <p>Criminal Record Check required. Knowledge and practice of the catholic faith.</p>			
Reviewed By:		Date:	