

St. Joseph Catholic Church
PO Box 286
Harlowton, MT 59036

Job Title: Office Manager
Reports To: Fr. Cody Williams – Pastor
FLSA Status: Non-exempt

Prepared By: Fr. Cody Williams
Prepared Date: 03/15/2025
Approved By: Fr. Cody Williams
Approved Date: 06/05/2025

Summary of position:

The role of the Office Manager is to assist the administrator in his financial, office, and pastoral responsibilities. These responsibilities include, but are not limited to, facilitating communication between the visitors/ parishioners and the Pastor, office management including parish finances and office upkeep, and parish management. This position is non-exempt with 10 hours per week at \$16.00/ hour.

Duties of the Office Manager

Communication

- Answer the phone, direct calls, and take messages in a kind and courteous manner
- Answer emails and electronic communication
- Update electronic forms of communication: i.e. the parish website, facebook page, and flocknote
- Facilitate communication between Pastor and visitors to the office

Office Management

- Parish finances
- Scheduling and attending Finance Council Meetings, and notetaking and disseminating notes from Finance Council Meetings
- Taxes: forms and paperwork for parish
- Parishioner contributions: end-of-year reports, parishioner contribution forms, management of counters for collections, update parishioner contribution information.
- Audit information and processes
- Management of parish accounts: writing checks, depositing money, preparing statements for the finance council and parish administrator
- Fiscal year closeout reports
- Budgeting process for the parish
- Ensuring Diocesan policies regarding money handling are followed

- Office upkeep
- Order and upkeep of office supplies and space
- Maintenance of parish directory

Virtus

- Maintain a list of volunteers
- Ensure those who volunteer to work with children are Virtus certified
- Complete and submit yearly forms required by the Diocese

Building upkeep

- As directed by the pastor:
 - Work with contractors who repair building
 - Ensure that the proper forms are completed for contractors
 - Ensure contractors provide insurance information
 - Help facilitate communication between contractors and pastor
- Monitor the building for needed repairs, maintenance, and other needs
- Facilitate use with parishioners and outside groups
- Help maintain the needed supplies for building use.

Other duties as negotiated with pastor

Competencies:

Better Health

Develops self and others by continually improving health through all aspects of physical and mental well-being.

Service

Committed to customer service excellence. Is attentive to detail and accuracy and looks for improvements continuously. Monitors quality levels, finds root cause of quality problems, and owns/acts on quality problems.

Collaboration

Works well with others and displays team-oriented behaviors in all interactions. Actively works to create a win-win environment, and treats customers and other partners with respect.

Innovation

Generates new ideas and challenges the status quo. Supports change, solves problems creatively, and encourages creativity in others.

Caring

Demonstrates concern for others. Shows respect for our customers, coworkers, and business partners.

Integrity

Deals with others in a straightforward and honest manner. Is accountable for actions; maintains confidentiality, and behaves in a manner consistent with the diocesan Code of Business Ethics and Conduct.

Adaptability/Flexibility

Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

Communication

Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, and has good listening skills.

Job Knowledge

Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.

Problem Solving/Analysis

Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, understands the difference between critical details and unimportant facts.

Productivity

Manages a fair workload, volunteers for additional work, prioritizes tasks, develops good work procedures, manages time well, handles information flow.

Teamwork

Meets all deadlines and responsibilities, listens to others and values opinions, helps leader to meet goals, welcomes newcomers and promotes a team atmosphere.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Minimum Requirements:

- *Protecting God's Children Training and Virtus on-line training (can be achieved on the job)*
- Experience with financial management encouraged

Certifications, Licenses, Registrations:

- none

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position functions in an office environment with a controlled atmosphere building. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The Diocese of Helena reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

I am able to perform the essential functions of this position with/without accommodations.

Employee Signature: _____ Date: _____