**Holy Angels Catholic Church**

**West Bend, WI**

**Job Description**

**Job Title or Position:**  Director of Administrative Services

**Job Title of Supervisor:**  Pastor\Parish Director (If applicable)

**Hours worked per average week:**  40 hrs.\Weekly (F\T)

**Salaried**\_\_X\_\_\_\_ **Hourly**  **Exempt**\_\_X\_\_ **Non-Exempt \_\_\_\_\_**

**General Description of Job Function and Purpose:**

The purpose of this position is to oversee and manage the business\financial, budgetary and human resource elements of Holy Angels Parish\School. Some of the tasks involved in this position are supervisory in nature and all tasks are to be done in coordination with the pastor and general staff of the parish and school.

**Duties and Responsibilities include but are not limited to:**

* Work collaboratively with parish\school staff and Finance Council to create and administer an annual budget.
* Oversee parish\school staff compensation and benefits packages: e.g. payroll, health insurance, tax forms, etc.
* Work collaboratively with sexton of Holy Angels Cemetery to maintain financial and clerical records.
* Oversee the completion of regular reports (monthly, quarterly, annual) required by the Archdiocese of Milwaukee, City of West Bend and federal government.
* Oversee processing of parish\school income and expenses (bank deposits, paying bills, etc.), management\maintenance of parish\school financial accounts.
* Attend regular meetings regarding finances, property and grounds, and Holy Angels Cemetery.

**Knowledge, Skills and Abilities Required for This Job:**

* Ability to communicate through the written word (bulletin, letters, etc.) and electronically to members of the staff and general parish membership.
* General knowledge of QuickBooks, MS Office products and similar software.
* Knowledge of payroll programs such as ADP. (approx. 55 employees)
* Basic skills in Human Resources with supervisory experience. (hiring, personnel issues, etc.)
* Basic skills in working with tenants and rental properties (Convent Apartments).
* Familiarity with census databases.
* Familiarity with financial institution processes and ability to maintain good communication.
* Ability to oversee the maintenance and accuracy of both financial and clerical records.

**Education and Experience:**

* Bachelor’s degree or equivalent required. Five years of experience in parish administration and\or its equivalent (preferred).
* Familiarity with the Roman Catholic Church and its operational structures.
* Understanding of the value and the practice of confidentiality.
* Has met or is willing to meet all Safe Environment and background-check requirements of the Milwaukee Archdiocese.
* Practicing Catholic in good standing with the church preferred.

**Revised 5\10\2024 (final draft)**