

Parish Administrator Full-time Position

Reports to: Pastor
FLSA Status: Exempt/salary
Approved By: Fr. Mark McNea
Date: Aug 14, 2025

Position Summary:

St. John the Baptist Catholic Church is seeking an organized, self-motivated, and dynamic Parish Administrator to join our parish team. The Parish Administrator is a person of faith, a professional, and a steward of the human, financial and physical resources of the parish. The person serves as a staff resource in support of the Pastor, fulfilling parish needs in Finance, Human Resources, and Office Management. Apply professional skills and knowledge to perform work without specific directions using considerable judgment. This person manages a variety of general office activities, and following the Pastor, is considered the primary contact person for the parishioners of St. John the Baptist church. The Parish Administrator collaborates with and is accountable to the Pastor.

Essential Duties and Responsibilities:

Accounting/Financial

- Maintains accuracy of all files and records and monitors a responsible cash flow management system, which in collaboration with the accountant includes:
 - Entering & printing accounts payable checks, weekly, in compliance with due date
 - Making necessary transfers between bank accounts weekly,
 - Reconciling parish accounts monthly.
- Prepares reports, including the agenda, for the monthly Finance Council meeting and attends the meetings to present the financials.
- Assist the Accountant in preparing and submitting the annual budget in collaboration with the staff and Pastor, subject to review and approval by the Finance Council, as required.
- Prepares Annual Financial Report to the parish and submits it to the DOWR.
- Acts as liaison between the parish and diocese in financial matters.
- Attend parish meetings of St. John the Baptist and serve as liaison for parish, diocesan, and community functions.
- Complies with diocesan financial policies and audit recommendations.
- Provide assistance for Safe Environment, Sacraments, and ParishSoft maintenance if needed.
- Assists Accountant in monitoring Employee Benefits: Distributes and forwards to the DOWR annual renewals for benefits; adjusts deductions and benefits in payroll as needed, keeps employee benefits guide up to date and maintains employee handbook.

Administrative Work

- Contribute to maintaining the utmost level of confidentiality and integrity in all matters pertaining to St. John The Baptist Catholic Church, its parishioners, employees, and Pastor.
- Serve as resource and guide for all departments of the parish.
- Supervise operation of the parish computer system and manage the purchase and use of parish computers, laptops, and monitors. Control access of systems to offsite users.
- Update and maintain parish and staff phone configurations and voice mail messaging system.
- Responsible for the Simon Ministry outreach program, including organizing schedules, shoppers, and workers for the Thursday morning events. Also maintains gift card/certificate inventory.
- Rental of meeting rooms, Matthews Hall, changing rooms, and the church. Set up rental agreements and insurance coverage for parish and non-parish events.
- Support staff and parish organizations with membership lists, mailings, special events, posters, etc.
- Serve as Manager for the Parish Office and Staff. Conduct and administer performance reviews in conjunction with the Pastor. Coordinate the functions of all departments to produce the most efficient operations.
- Collaborate with staff on various projects and attend weekly staff meetings.
- Work with the Pastor to consider and recommend the creation, development, and implementation of new programs that will meet identified pastoral needs and are consistent with the mission and policies of St. John's parish and the Diocese of Winona/Rochester.

➤ Other duties as required.

POSITION SPECIFICATIONS/REQUIREMENTS

- Must be a practicing Catholic, active in the faith community, who is spiritually mature and knowledgeable of the practices and beliefs of the Catholic Church.
- must have knowledge of accounting principles and practices.
- strong, professional leader.
- excellent interpersonal communication skills.
- good planning and organizational skills.
- good record-keeping skills.
- good facilitation skills.
- ability to present oneself professionally.
- ability to maintain confidentiality.
- ability to prioritize and to be flexible.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to the position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

POSITION QUALIFICATIONS

Two-year certificate from a college or vocational school or an equivalent of education and experience may be substituted. Previous experience in the business management and/or financial fields a plus.

Working Conditions:

- This position is considered a 40 hour per week, full-time position. All hours worked will be on-site and during regular scheduled office hours, Monday thru Friday, 8:00am to 4:30 pm. Changes to the work schedule, as approved by the Pastor.
- In some cases, your work responsibilities may require work hours outside of the office work schedule.
- The offer of this position does not create a contract, express or implied. It does not guarantee employment for any definite period of time.
- Successful candidates will submit to a background check, complete VIRTUS (Safe Environment) training and keep up to date on training modules.