



814 NE 85th Street
Seattle, WA 98115
206-524-8800
paa@st-c.org

POSITION TITLE: Pastoral Assistant for Administration

I. POSITION PURPOSE

Performs administrative functions for the parish including personnel, finance, technology, and facilities. Assures compliance with Archdiocesan policies, and local, state, and federal laws/regulations.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Reviews/approves financial transactions (accounts payable, accounts receivable, banking, payroll) and assures that each is properly recorded.
- B. Oversees the compilation and tabulation of deposits for the parish.
- C. Prepares financial reports.
- D. Manages the financial resource systems of the parish.
- E. Assists in the preparation and administration of capital and operating budgets for the parish and school. Assures accurate and confidential record keeping systems.
- F. Evaluates office equipment and technology and manages the upgrade of or installation of new equipment or systems. Directs the preparation and upkeep of asset inventory.
- G. Oversees construction and maintenance of building and grounds in coordination with the Facilities Supervisor.
- H. Supervises other parish staff members under the guidance of the Priest Administrator.

- I. Coordinates the Human Resources function for the parish and school, including salary and payroll administration, recruiting, employee relations, training, and communication.
- J. Serves as staff resource person for various consultative groups including the Pastoral Council and the Finance Council.
- K. Provides assistance to the School Principal and School Commission in implementing financial policies of the parish as they relate to the school and in the development and implementation of the annual budget.
- L. Organizes and implements major gifts and capital campaigns for the parish.
- M. As a paired parish, collaborate with PAA and other staff at St. Benedict Parish to utilize resources most efficiently, coordinate shared interests of both parishes and other matters as needed.

III. SECONDARY FUNCTIONS

- A. Provides feedback and input on parish personnel matters for the Priest Administrator.
- B. Participates in staff meetings.
- C. Provides coverage for the Administrative Assistant when required.
- D. Performs other duties as assigned.