



HOLY ROSARY PARISH

4139 42nd Avenue Southwest
Seattle, Washington 98116

POSITION TITLE: Pastoral Assistant for Administration

REPORTS TO: Pastor

GRADE: Z1-12

POSITION: Exempt Salaried 1.0 FTE with Benefits Eligibility

I. POSITION PURPOSE

To help the parishioners of Holy Rosary Parish and School grow as disciples of Jesus Christ and apostles to the world through the prudent management of the parish's human, fiscal and capital resources.

II. MAJOR DUTIES AND RESPONSIBILITIES

A. Collaborates with the pastor and other staff in implementing the mission of the Parish.

Fiscal Resources

B. Manages the financial resource systems, including accounting and bookkeeping, providing accurate and transparent reports to the pastor, staff and parishioners, and oversees the various fundraising appeals. Prepares and administers the capital and operating budgets.

C. Responsible for implementing and maintaining adequate internal controls over cash receipts, disbursements and giving records.

D. Provides assistance to the School Principal and School Commission when needed in developing and implementing the financial policies of the Parish as they relate to the School.

Human Resources

E. Serves as a leader for the wider staff and community, serving as a primary point of contact for administrative functions and information, participating in and organizing staff meetings and events.

F. Assists the pastor by managing the Human Resources function including administering payroll, taking an instrumental role in employee recruiting, hiring, communication and termination processes, and the implementation of personnel and office policies.

G. Directly supervises facilities and administrative staff and volunteers, providing development and evaluation. Manages the technology and communications systems that allow staff to carry out their work and ministry.

H. Assists the pastor with administrative management of parish programming as assigned, in particular the outreach ministries, CYO and the annual time and talent renewal.

Capital Resources

I. Directs maintenance and construction for the parish and school grounds and buildings, including managing service and construction contracts.

Other Responsibilities

J. Serves as staff to the Finance Council, Facilities and Maintenance Committee, Endowment Board and chairs the Staff Safety Committee.

K. Assures the parish is following Archdiocesan and governmental regulations, as they pertain to parish business affairs.

L. Maintains a level of knowledge and skills required to fully participate as the Pastoral Assistant for Administration.

M. Work occasional evenings and weekends to carry out the above tasks successfully.

N. Other duties as assigned by the Pastor.

Employee Signature

Date

Pastor Signature

