

## **FINANCE and OPERATIONS ASSISTANT**

St. Joseph Parish,  
Needham, MA 02492

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### **JOB DESCRIPTION**

The Finance and Operations Assistant is a professionally qualified team member who reports to the Business Manager. This position will provide support in areas such as basic accounting, filing and record keeping, and compliance tracking. Duties will also include assisting the Faith Formation programs serving grades K through 10. This position may be full-time or part-time, depending on the person's qualifications and availability.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **General Administrative Duties**

- Maintain an effective filing system for financial, facility, personnel and other records
- Coordinate compliance tracking across ministries, including CORI (criminal offender record information), Code of Conduct for staff and volunteers, and Protecting God's Children safety training
- Other duties in support of the business manager

#### **Financial Assistant Duties (Parish and School)**

*Assist the business manager in areas such as:*

- Handling and coordination of time sheets for hourly employees in school and parish
- Preparing checks for pastor's signature and updating the Intacct system
- Recording financial transactions for parish and school accounts using the Intacct, WageWorks, and Parishsoft systems
- Preparing financial reports both scheduled and ad hoc
- Performing steps to properly close the books for each fiscal year and prepare for the next
- Participating in the collections process to ensure the proper segregation of duties in the handling of all monies, including the depositing of funds at the bank
- Ordering liturgical and other supplies when needed
- Preparation and sending of donation acknowledgement letters on request and as required by Archdiocesan guidelines

#### **Faith Formation Duties**

*Support the Faith Formation K-6 and 7-10 programs in areas such as:*

- Coordinating, inputting and circulating calendar on Parishsoft and website
- Assisting with Penance, Communion and Confirmation preparation
- Preparing and participating in the implementation of classes, practices and the scheduled events, including orientation and training program events
- Advertising and administering the registration process, including the collection of fees
- Organizing and maintaining contact information and sacramental records

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- Ordering and inventorying curriculum and supplies
- Representing office when coordinators are off-site via phone calls, emails, etc.

**Qualifications**

- Be a practicing Catholic whose life, worship and beliefs are consistent with the Catholic Church and who has a desire to support the evangelizing mission of St. Joseph Parish
- Undergraduate college degree with concentration in business, accounting, or related field with 2+ years of work experience or equivalent desirable
- Previous involvement in Faith Formation programs a plus (e.g., catechist, volunteer)
- Working knowledge of technologies such as Microsoft Office
- Strong organizational, interpersonal, and communication (written and oral) skills
- Sound judgment and discretion in dealing with sensitive, confidential and timely matters

**Hours:** Full or part-time, depending on qualifications and availability

**Reports to:** Business Manager of St. Joseph Parish

**Schedule:** Monday through Friday, including some evenings and occasional weekends in support of the Faith Formation programs. Sacramental timelines are:

- Confirmation: October
- First Reconciliation: January
- First Communion: End of April, beginning of May

**To apply, please submit your cover letter and resume to Deacon Bob Horne at [rhorne@saintjoes.com](mailto:rhorne@saintjoes.com)**