

Job Title: Receptionist/Accounts Payable
Parish: Immaculate Conception Catholic Church, Elmhurst, IL
Reports to: Director of Finance
Position: Full-time, Benefits
Monday-Thursday 8:00 a.m.-4:30 p.m.; Friday 8:00 a.m.-12:00 p.m.

Position Summary

Responsible for greeting visitors and/or callers to the Parish offices and determining their needs. Contacts appropriate staff resource to help resolve identified issues. Ensures compliance of all visitors to the Parish policies and procedures. Pays all invoices for Parish as instructed by Director of Finance.

Essential Functions

- Greet and assist all persons entering Parish Administration Center.
- Answer Phone calls, manage phone messages for Main Parish phone line; nightly seasonal messages.
- Daily mail & packages distribution.
- Schedule Mass Intentions and prepare mass cards.
- ParishSOFT Database – enters and updates new parishioners, address changes, baptism, deaths. Gives copies of New Parishioner forms to Associate Pastor, Director of RE and GS Development.
- ParishSOFT On-Line Giving - Sets up new "managed" givers. Updates and assists parishioners with questions. Communicates with parishioners about failed payments.
- Sets up and updates "Our Sunday Visitor" Envelope system.
- Is initial contact with funeral homes for funerals. Informs Pastor of all details and begins communication process with appropriate staff.
- Accounts Payable – Prepares invoices & check requests for weekly check run.
- Distributes or Mails accounts payable checks and files completed invoices.
- Coordinates parish mailings throughout the year: Stewardship, 53rd Sunday, Christmas, Easter, Tax Statements. Creates labels as needed.
- Sends Welcome Packets to New Parishioners.
- Maintains staff lists, sends birthday cards from priests to staff. Maintains Christmas Card list for Pastor.
- Coordinates printing of booklets for parish as needed.
- Schedules baptisms for parish families. Prepares Baptism Certificates and all paperwork needed. Schedules baptism prep for families monthly. This task is performed in conjunction with Parish Secretary and Staff Accountant.
- Maintains parish website. Enters Mass intentions.
- Maintains electronic parish sign.
- Maintains Parish record books for baptism and death, weddings, 1st Communion and Confirmations that take place at other parishes. This task is performed in conjunction with Parish Secretary and Staff Accountant.
- Prepares baptism and confirmation record requests.

Marginal Functions

- Diocese of Joliet "CMAA" updates. Mails collections as needed.
- Diocese of Joliet "Portfolio" update. New Parishioners quarterly, deaths as needed.
- Run reports from ParishSOFT as needed.
- Creates monthly contribution report for Grade School families. Discusses with Pastor for action plan.

- In September, November and March runs contribution reports for RE families.
- Parish Calendar – provides entry for yearly calendar meeting and backup support.
- Prepare “Guidebook” Directory in Fall. Updates information as needed.
- Generates monthly postage meter report.
- Orders Business office supplies.
- Prepares timecards, collects timecards twice monthly.
- Maintains gift card Inventory.
- Arranges for maintenance of Business Office machines: copier, postage, and folding.
- Other duties as assigned by Director of Finance/Business Manager or Pastor.

Qualifications

- High School diploma or GED, required. Some college level courses preferred.
- Minimum 3 years in an administrative capacity within a Catholic Church and/or school, preferred.
- Reporting skills, Administrative Writing skills, Microsoft Office skills, Organizational skills.
- Must support the mission, philosophy, objectives, and policies of the Catholic Church and the Diocese of Joliet.

Interested candidates please send a cover letter and resume to clewandowski@icelmhurst.org. Please reference Receptionist/Accounts Payable in the subject line of your email.