



## DIOCESE OF MONTEREY

# Finance Department Administrative Assistant

**Position Summary:** Administrative support for Chief Finance Officer and Diocesan finance department in areas of financial reporting, banking, insurance, facilities, and construction. Duties include coordination of multiple Diocesan board meetings and communication with Diocesan parishes and schools on financial matters.

**Accountable to:** Diocesan Finance Officer

### **Responsibilities Include:**

#### Diocesan Banking and Cash Management

- Oversees the opening and closing of all Diocesan bank accounts
- Manages Checking Supply Orders (for new and existing accounts)
- Manages all Bank Account Signature Amendments
- Coordinates creation and execution of promissory notes for parishes and schools

#### Diocesan MasterCard Account Administration

- Oversees Diocesan Credit Cards Set Up and Cancellations
- Coordinates address changes / Report Lost/Stolen/Fraudulent activity
- Conducts monthly statement reconciliation for Senior Management Accounts
- Manages travel arrangements for Diocesan employees using rewards points

#### Diocesan Automobile Fleet Administration

- Coordinates with Insurance Company to add/delete driver(s) to/from Policy
- Maintains automobile insurance files and vehicle maintenance records
- Assists with vehicle servicing and scheduling for Senior Management
- Coordinates Certificate of Title changes for parishes/schools or Pastor vehicles
- Coordinates Vehicle Donation transfers
- Conducts maintenance of Chevron gas card allotment for diocesan fleet vehicles

#### Diocesan Property Insurance Administration

- Coordinates with Insurance Company to add/delete property on Diocesan Policy
- Maintains Property Insurance Forms

### Parish and School Construction Projects Invoice Processing

- Works with parishes/schools submitting request to determine payment account and requirements (confirm billing deadlines, W-9, payment account, etc.)
- Obtains approval and prepare check requests for construction project invoices

### Stock Donations Coordination

- Prepares donation acknowledgment letters and notification packets
- Maintains donation tracking in donation database and file

### Parish Budgets and Annual Reports

- Creates and maintains report tracking binders

### Board Meeting Coordination

- Coordinates the agenda, meeting minutes and preparation of documents and packets for Diocesan board meetings:
  - Ave Maria Convalescent Hospital Board
  - Harry A. Clinch Endowment Board
  - Diocesan Finance Council
  - Investment Committee Meeting
  - Diocese of Monterey Parish & School Operating Corporation Board

### Other Administrative Duties

- Assists in Coordination of Business Practices Seminars
- Updates Annual Group Ruling (501(c)3 classification (to website)
- Commercial Modular Registration Renewals
- Prepares Mass Count Census (May & October)
- Acts as Liaison with purchasing and facility vendors
  - Costco, Elevator, Tech Soup, Verizon, Custodial Supplies
- Assists with other Ad-hoc meetings, events, and seminars

### Skills / Knowledge / Experience

- Not-for-profit and church/school experience preferred
- Strong communication and interpersonal skills
- Ability to work effectively with diocesan employees, and parish and school staff
- Proficient in use of Microsoft Office products (WORD, EXCEL, etc.)
- Ability to exercise discretion and good business judgment

Please send cover letter and resume to [humanres@dioceseofmonterey.org](mailto:humanres@dioceseofmonterey.org).