DIRECTOR OF OPERATIONS

Position Title: Director of Operations
Reports to: Pastor/Director
FLSA Status: Exempt

This is a part-time position to manage general operations and assist the director. Work in a young and vibrant community of WSU students. Be a part of an exciting campaign to renovate our Chapel. A background in bookkeeping or accounting would be helpful. Work schedule and some work from home is negotiable.

OUR MISSION IS TO BE A LIGHT ON THE HILL THAT FOSTERS AN ATMOSPHERE OF HEALING, PURPOSE, AND HOPE THROUGH JESUS CHRIST TO THE WSU STUDENTS.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties and responsibilities that fit the skill level may be assigned as needed.

RECEPTION:

1. Welcome visitors to the Center and respond to their inquiries.
2. Answer incoming phone calls.
3. Review voice-mail messages daily and direct the messages to the appropriate person.
4. Review incoming email to the CatholicCougs@gmail.com account. Respond or redirect as needed.
5. Maintain office and reception area in a neat and tidy condition.
6. Distribute mail on a daily basis.

CLERICAL:

1. Financial:
   a. Process collections and prepare deposits on a weekly basis.
   b. Pay bills on a monthly basis or as necessary.
   c. Record all payments and deposits in the QuickBooks accounting program.
   d. Reconcile all accounts on a monthly basis in QuickBooks.
   e. Maintain financial records as required by law or diocesan policies.
   f. Record all donations and gifts and prepare acknowledgement letters for signing.
   g. Prepare monthly payroll and pay all employee taxes and benefits as necessary.
   h. Prepare financial reports for Finance Committee.
   i. Assist in campaigns and development projects.
   j. Prepare EOY financial reports for the Diocese of Spokane.
   k. Prepare yearly budget.
2. Data Base:
   a. Input new registrations into Parish Data System (PDS).
   b. Graduate students to alumni status as needed (summer).
   c. Maintain and update contact information in PDS.
   d. Provide address information to printing company for mail-outs.
   e. Prepare mailings for Appeal Letters.
   f. Prepare invitations for fundraising events.
   g. Prepare Christmas cards for donors & friends (Nov).
   h. Prepare donor reports for development.

3. Sacramental Records:
   a. Record all sacraments performed in this church.
   b. Send out to parishes of baptism all notices of sacraments received.
   c. Record all notices of sacraments received in sacramental records.

4. Office:
   a. Oversee ordering of supplies for office, kitchen, and special events.
   b. Maintain office files.
   c. Maintain office machines: printers, computers, etc.
   d. Maintain church master calendar.
   e. Assist Director in maintaining his calendar, and scheduling appointments.

5. Corporate:
   a. Prepare and file corporate meeting minutes.
   b. Prepare and submit corporate renewal papers to State of Washington.

SUPERVISORY:

1. Oversee community service personnel as time allows.
2. Provide training and direction to any Student Intern or other student volunteer assigned by Pastor to assist in office responsibilities.

OTHER:

After consultation and review of workflow, other reasonable and appropriate responsibilities may be added to this job description by the pastor.

ADDITIONALLY, PLEASE NOTE:

This position is subject to annual evaluation by the pastor.

This position presumes that a high level of confidentiality be maintained by the person filling it. Personal or financial issues concerning students, alumni, or others associated with the St. Thomas More community that this person might become aware of in the course of the appropriate exercise of his/her duties shall be held in confidence and shared only with the pastor or appropriate diocesan authority.

This person is a mandatory reporter as required by the State of Washington in cases of any suspected or known abuse of minors.

This person must complete and renew Code of Conduct training as required by the Diocese of Spokane.
The maximum hours per week that may be worked are 24. Ten days of unpaid vacation is allowed during the Christmas vacation period and up to three weeks of unpaid vacation is allowed during the summer vacation period (WSU schedule).
Legal holidays and those church holidays as determined by the Diocese of Spokane are paid holidays.