

Employment Opportunity

Parish Secretary St. Fidelis Parish

33 Connie Street, Toronto ON M6L 2H8

Full Time

Overview:

St. Fidelis Parish is seeking a full time parish secretary to provide confidential, administrative, co-ordination and accounting/financial services to the pastor. The successful applicant will work independently in responding to enquiries from parishioners, the archdiocese, and various committees. It is important the parish secretary have a welcoming and cheerful disposition when handling all visitors and telephone requests politely.

Responsibilities:

Clerical/Administrative/Co-ordination:

- Courteously greet visitors and walk-in traffic, respond to questions and relay information.
- Answer telephone calls in a professional manner and appropriately respond to inquiries or redirect calls, exercising great respect for discretion and confidentiality. Place telephone calls on behalf of the pastor and schedule appointments as requested.
- Oversee the timely opening and secure closing of the office each day.
- Maintain up-to-date listings of parishioners and members of all committees
- Prepare and produce the weekly bulletin. Gather and edit the content and layout of the bulletin and complete the bulletin in time for the final printing.
- Prepare, edit, proofread and, at times, compose memos and correspondence for the pastor.
- Develop and maintain the parish filing systems including ensuring security and confidentiality, appropriate retention and archival, as required by the Archdiocese.
- Provide input and/or makes recommendations and implement approved provisions to procedural or administrative processes.
- Maintain sacramental records for baptism, weddings, funerals, memorial masses, First Communion, and Confirmation. Ensure the proper notifications, recording of mass intentions, and certificates are sent, including those in special circumstances, e.g. Mass cards.
- Co-ordinate scheduling of weddings, funerals and other events, including liaising with organist, Eucharistic ministers, altar servers, funeral homes, and families, when necessary.
- Ensure that the phone system has current information, e.g. Christmas schedule, Easter schedule, Mass times, address, fax number, etc.
- Order a variety of promotional materials, e.g. Share Life, Development and Peace, and special collection envelopes such as Shepherd's Trust. Forward reporting of these collections to the Archdiocese.
- Other responsibilities may be added as needed.

Financial/Accounting Support:

- Maintain office bookkeeping records and documents to support payroll, Accounts Payable, and financial reporting required by the Archdiocese, including co-ordinating documents for payment processing and signature by the pastor.
- Assist the accountant with documents required for transactions to be recorded into QuickBooks accounting system. Familiarity with QuickBooks software is an asset.

- Assist the accountant in preparing financial reports which reflect all donations received, costs associated with the office and the church, and ensure all income tax receipts for donations are prepared and distributed to parishioners prior to the end of February.
- Responsible for the weekly input of donations into Parish Tools 4 database.
- Other responsibilities may be added depending on the capacity and financial skills of the successful applicant.

General Requirements:

- College or university education and/or equivalent related experience.
- Minimum of three to five years of secretarial experience.
- Verbal and written Italian language skills preferred.
- Excellent interpersonal and communication skills to deal with difficult and sensitive situations, respond effectively to crises or emergencies requiring quick judgment and prompt actions, and represent the parish to those who call, write or visit.
- Excellent verbal and written English language skills.
- Understands the importance of maintaining confidentiality.
- Ability to set priorities, organize, meet deadlines, and multitask.
- High degree of attention to detail.
- Knowledge of parish operations and the Catholic Church.
- Must be a team player and yet have the ability to work independently.
- Be flexible and co-ordinate as other duties/tasks arise, and as requested by the pastor.
- Availability to work flexible hours.
- A criminal background check will be required of the successful applicant.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Shibil** at stfidelisoffice@gmail.com . Deadline for receipt of applications is **November 17, 2017**.

We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.