

GOOD SHEPHERD PARISH
JOB DESCRIPTION

JOB TITLE: PARISH ADMINISTRATOR
FLSA STATUS: EXEMPT **RANGE:** FULL-TIME

Primary Function: Serves as a key staff resource supporting the Pastor in finance, administration, and personnel management. Ensures compliance with diocesan policies, legal requirements, and Catholic moral principles.

Essential Duties

- Support the Church's mission and model Catholic values in all professional and personal conduct.
- Collaborate with the Pastor to set and achieve parish goals.
- Oversee parish finances: budgeting, reporting, payroll, accounts payable/receivable, reconciliations, tax filings, and financial controls.
- Prepare annual financial and stewardship reports; present to Finance Council.
- Manage personnel policies, benefits, hiring, training, and confidential records.
- Ensure compliance with Canon Law, civil law, diocesan policies, and Safe Environment requirements.
- Maintain asset and vendor files; process payments; oversee contracts.
- Foster communication and collaboration among staff and parishioners.
- Oversee and participate in staff and committee meetings.
- Maintain confidentiality in all matters.
- Perform other duties as assigned.

Qualifications

- Practicing Catholic in full communion with the Church.
- Bachelor's degree in Accounting, Business, Finance, or related field (or equivalent experience).
- 3–5 years of administrative and financial management experience.
- Strong leadership, communication, and interpersonal skills.
- Proficiency in Microsoft Office; experience with Sage Intacct preferred.
- Highly organized, self-motivated, and able to manage multiple priorities.
- Ability to maintain confidentiality and work collaboratively in a team.
- Must pass background, criminal history, and credit checks.

Physical Requirements

Ability to perform normal office activities (walking, standing, sitting, lifting as needed, keyboarding, etc.).

Please email your cover letter and resume along with three professional references to apply@gsparishtlh.org.