

Position Title: Office Manager

Reports To: Pastor

Primary Objective

The Office Manager oversees the daily administrative operations and assists with the financial upkeep of the parish office, serving as a key operational partner to parish leadership. This role ensures efficient office management, accurate records, financial accountability, and a welcoming, mission-centered environment for parishioners, staff, and visitors.

Major Responsibilities:

- Manage daily parish office operations to ensure efficiency, organization, and responsiveness.
- Prepare correspondence and documents for parish leadership and staff.
- Answer telephones, coordinate appointments, and respond to inquiries.
- Manage office and ministerial supplies and oversee mail distribution.
- Serve as the primary point of contact for parishioners, visitors, and callers, providing a welcoming and professional presence.
- Assist new parishioners with registration and orientation.
- Coordinate office volunteers and Safe Environment Training for staff and volunteers.
- Coordinate scheduling and information for baptisms, weddings, funerals, and new parishioner registrations.
- Maintain and issue sacramental records, certificates, and notifications in compliance with diocesan guidelines.
- Collaborate with the Diocese of Springfield archivist to ensure proper record maintenance.
- Oversee weekend collections, including volunteer coordination, counting, recording, and deposits, ensuring appropriate internal controls.
- Record and reconcile contributions and online transactions using platforms such as PushPay, Clover, and QuickBooks.
- Manage deposits, inter-account transfers, diocesan collections, and quarterly reporting.
- Assist with accounts payable, vendor records, and audit documentation.
- Provide backup support for contribution tracking systems, including Servant Keeper.
- Oversee administrative aspects of fundraising programs (e.g., Scrip), including banking, inventory, volunteer coordination, and reporting.
- Maintain pledge records and prepare campaign and year-end contribution statements.
- Provide backup support for the Sunday bulletin and creation of donation links, QR codes, and online sign-up tools.
- Coordinate logistics for parish events such as the Ministry Fair.

Other Duties

- Perform other duties as assigned in support of parish operations and mission.

Qualifications & Skills

- Practicing Catholic in full communion with the Church; understanding of parish life and culture.

- Proficient in office and financial software (QuickBooks preferred), spreadsheets, and online platforms.
- Strong organizational, communication, and multitasking skills with attention to detail.
- Ability to interact professionally and compassionately with diverse stakeholders.
- Commitment to confidentiality, ethical practices, and sound stewardship.

Education & Experience

- Prior training or experience using computer hardware and software required.
- Three to five (3–5) years of experience in office management, administrative leadership, or financial support roles preferred.

The position of Office Manager at Blessed Sacrament Catholic Church has a pay range of \$22-\$25 per hour. Benefits for this position can be found [here](#).