

Christ the King Church
Haddonfield, NJ

SECRETARY

Division: Business Staff
Supervisor: Business Manager
FLSA Status: Non-exempt

Summary

The secretary is responsible for the front office. While not actively assisting parishioners and visitors, the secretary is responsible for a variety of clerical tasks.

Key Responsibilities

- Answer phone and door
- Sort mail
- Process requests for Mass cards, etc.
 - Prepare weekly deposit for business manager
 - Mail memorial notes
- Process requests for certificates of eligibility, baptism certificates, etc.
- Prepare data inputs for the Sunday bulletin, e.g. Mass intentions
- Mail Sunday bulletin to homebound
- Enter offertory contributions
- Safeguard and account for petty cash
- Supervise collection counters
- Responsible for baptism registrations
- Process marriage licenses and update the marriage sacramental register
- Maintain the parish census
 - Setup new parishioners in relevant databases and mail welcome letter
 - Maintain databases
 - Input sacramental information into ParishSOFT
- Order office supplies
- Send the business manager monthly and quarterly stipend reports
- Report unannounced Mass requests to diocese
- Offer minor clerical support to the parish priests, e.g. mail correspondence
- Offer additional clerical support to the pastor, e.g. printing copies for upcoming presentations
- Maintain and provide staff training for office technology including but not limited to
 - Phones
 - Copiers
 - Postage meter

- Administer and provides staff training for parish software packages, including but not limited to
 - Google Workspace
 - ParishSOFT
 - Parish Giving
- Maintain general office files, archiving those which are permanent, e.g. PNIs, letters of suitability
- Book school and outside events in the calendar as requested
- Prepare annual tax statements for parishioners
- Compile annual spiritual report
- Prepare sacramental registers and other books for annual audit

Other duties as assigned.

Requirements

The candidate must have a working knowledge of the following software:

- Adobe Pro
- Google Workspace
- ISIDORE
- Microsoft Office
- ParishSOFT
- Send Pro/Pitney Bowes Machine

Normal Hours

- Monday through Friday, 8:15 AM to 4 PM
- The office is closed for lunch from 12 noon to 1 PM
- This position does not allow remote work