

## DIOCESE OF BIRMINGHAM IN ALABAMA

<b>Position Title</b>	<i>Office Manager</i>
<b>Ministry</b>	<i>Catholic Center of Concern, Huntsville</i>
<b>Immediate Supervisor</b>	<i>Center Director</i>
<b>Position Status</b>	<i>Non-Exempt, Full-time Regular, Benefits Eligible</i>
<b>(Regular) Work Schedule</b>	<i>Monday – Friday, 7:00 a.m. – 3:00 p.m.</i>

### **Position Summary:**

The Office Manager provides complete bookkeeping duties; utilizes QuickBooks to perform daily bookkeeping tasks; works closely with Center Director, staff, volunteers, clients, as well as the Chancery Office of the Diocese to assist with daily operations of the center.

The person in this position is called to provide a Christian, compassionate, and professional personality in all aspects of this position, with complete confidentiality. The responsibilities of this position frequently involve sensitive matters necessitating discretion.

### **Essential Functions:**

- Provides full function bookkeeping services; assist with grant applications
- Handles donor donation process
- Collaborate with the diocesan Finance Office in maintaining financial records for the center
- Produce necessary documents, statements, and/or reports for Director, Diocese and Advisory Board, as needed
- Assists with the preparation, maintenance and distribution of general correspondence
- Maintains office supplies
- Assists with client intake, including entering information into database, collaborating with agencies and vendors on the client's behalf, and pledging/preparing payments for approved amount of assistance
- Assists with general office duties, including answering telephone calls, filing, copying, etc.
- Maintain records and files in accordance to retention policies and procedures
- Prepare agency literature for the bulletins of the local Catholic Churches
- Perform other duties, as needed

### **Required Knowledge, Skills, and Abilities:**

- Bachelor's degree in accounting or equivalent experience preferred
- A minimum of two years of direct hands-on experience in General Ledger maintenance and reconciliation, Accounts Payable, Accounts Receivable, and Cash, with working knowledge of accepted accounting practices and financial standards.
- Excellent written and oral communication skills
- Meticulous attention to detail, accuracy, and efficient time management
- Exceptional organizational skills

- Ability to maintain confidentiality
- Must be multi-task oriented
- Proficient in the use of Microsoft Office Suite and QuickBooks
- Self-starter, highly motivated, strong work ethic, takes initiative, hands-on, works effectively with limited administrative support; ability to see all tasks and/or projects to completion
- Timely and thorough in performing all assigned tasks and responsibilities
- Must possess the ability to communicate clearly, and the ability to interact with the many different persons who will be in contact with the position, including but not limited to clients, volunteers, staff, etc.
- Maintains up-to-date personal certification for the diocesan Youth Protection training program

<b>Job Conditions / Physical Demands:</b>
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*(The following are representative of the physical capabilities that must be met by an employee and the working conditions that any employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Ability to push, pull, lift, and carry items up to 30 pounds.
- While performing the duties of this job, employee is required to sit, stand, stoop, walk, talk, hear, reach, and perform repetitive motions of the fingers, hands, and wrists.
- Work is performed in an office setting, with periods of high stress.
- Employee is required to do extensive close computer work.
- May be called upon to perform work/attend meetings at times other than noted above, when necessary, which may require some travel.

***I understand that the above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Persons with disabilities may receive reasonable accommodations for performing the essential duties. Duties and responsibilities are subject to change as the needs and requirements of the office change, as determined by the Immediate Supervisor, in consultation with the Moderator of the Curia and Director of Human Resources.***