

## JOB DESCRIPTION

Date Prepared: 6.2.22

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**POSITION TITLE:** Administration/Accounting Assistant  
Bi-lingual English/Vietnamese

**JOB CLASSIFICATION:** Non-Exempt - FT

**DEPARTMENT:** Administration

**REPORTS TO:** Business Manager

**SUPERVISORY RESPONSIBILITY:** None

**SUMMARY OVERVIEW:** The administrative/accounting assistant gives support to the church through secretarial and accounting services.

**INTERNAL/EXTERNAL CONTACTS:** Parish staff and volunteers, Committee members, Diocesan offices, extended catholic community and organizations.

**REQUIRED:**

- Courteous and professional manner with strong organizational and communication skills and ability to accurately communicate information about various parish departments, ministries and functions.
- Maintains strict level of confidentiality.
- Intermediate knowledge/experience with Microsoft outlook, word, excel.
- Must be bi-lingual English/Vietnamese. Be able to read and write in English and Vietnamese.
- Able to prioritize work when needed.

**DESIRED:**

- Bachelor's degree in business/accounting or related field.
- Familiarity with catholic liturgy requirements.
- At least two years of experience as an administrative assistant or accounting clerk in a church or corporate setting.
- Have the ability to organize, prioritize, plan, and keep records updated and available in a timely manner.

**QUALIFICATIONS:**

- Leadership/administration skills, oral/written communication skills in English and Vietnamese. Computer literacy skills in Windows environment are required.
- Willingness to work as a team member and collaborate for the good of the community.
- Possesses personal qualities such as discretion, good judgment, integrity, kindness, empathy, sympathy, understanding, respect, loyalty, and a sense of humor.
- Maintains confidentiality of information through documentation and verbal.
- Speak and write English and Vietnamese.

**ESSENTIAL FUNCTIONS:**

**Accounting:**

- Prepare and support weekly accounts payable & receivables.
- Prepare and receive the weekend collection bags; sort by Mass time & community for volunteers to process on Monday mornings.
- Prepare weekend other income for deposit.
- Posting and sorting weekly Sunday envelopes into PDS.
- Record collection bags to excel file.
- Posting updates in PDS of parishioner information.
- Support A/R for faith formation dept. Prepare registration records for accounting.
- Processing PSA & Stewardship gifts on a weekly basis; occurs 2x per year.
- File quarterly UBI taxes online.
- Additional accounting functions as needed.

**Administrative Assistant Duties:**

- Secretarial duties for calendaring of weddings, funerals and baptisms for the Vietnamese community.
- Update parish website as needed.
- Secretarial duties and support to all parochial vicar/s as needed.
- Support safe environment and fingerprinting required by the Diocese of Orange.
- Reception duties on an as-need basis.
- Order supplies for all departments.
- Supports parish calendaring when needed.
- Support special projects as directed by the Business Manager

**PHYSICAL REQUIREMENTS:**

Typical Working Conditions	Typical office environment
Equipment Used	Basic computer equipment, keyboard, mouse, telephone, copier, calculator.
Essential Physical Tasks	Communicate, move, remain stationary and occasionally carry material as needed up to 5 lbs.