



# THE BASILICA OF SAINT MARY

## Financial Services Administrator

**Supervisor:** Financial Services Manager  
**Status:** FT / Non-Exempt  
**Hours / Schedule:** Monday – Friday / 40 hours per week

### **Purpose of Position**

Provide financial and administrative support and carry out the Basilica of Saint Mary's purpose and mission.

### **Scope of Position**

- Report to Financial Services Manager
- Complete assignments as directed by Financial Services Manager and Managing Director of Parish Operations.
- Assist as Receptionist to provide hospitality and welcome for all.
- Attends All Staff meetings, team meetings, staff retreats.

### **POSITION QUALIFICATIONS**

#### **Knowledge Skills and Abilities**

- Proven work experience as a Financial Administrator, Finance Assistant, or similar role. Non-profit setting a plus.
- BS degree in Finance, Accounting or Economics recommended.
- Hands-on experience with accounting software. Financial Edge is a plus.
- Advanced knowledge of MS Excel (creating spreadsheets, charts and using financial Excel functions).
- Proficient in Microsoft Word and Outlook.
- Strong organizational skills, diligence, and follow-through.
- Attention to detail.
- Excellent computer literacy skills.
- Proficiency with Microsoft Office products.
- Energetic and eager to tackle new projects and ideas.

#### **Physical Demands**

- Able to lift 20 pounds.
- Must be able to sit for extended periods.
- Repetitive keyboarding

#### **Mental Demands**

- Ability to manage high pressure work environment.
- Respects and values a diverse culture.

- Ability to work as an integral part of a team.
- Ability to maintain regular attendance and be punctual.
- Ability to perform in situations requiring deadlines.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required for the position.

## **PRIMARY FUNCTIONS AND MAJOR ACTIVITIES**

### **Financial Support**

- Bank reconciliations.
- Data entry of deposits to Financial Edge (accounting software)
- Monthly payroll entries
- Support annual audits (Parish & Basilica Landmark)
- General ledger entries
- Backup accounts payable
- Running month end and annual financial reports.

### **Administrative Support**

- Schedule, prepare and take minutes for financial meetings.
- Coordinate annual meeting schedules for financial meetings.
- Administrative support for Financial Services Manager and Managing Director of Parish Operations.
- Participate in Parish Operations Team initiatives and events.
- Filing of deposits, bank reconciliations, payroll, and other related documents.
- Be ready to work and on time for all scheduled hours and accept additional responsibilities identified by your supervisor.
- Fill in at the reception desk one shift per week.

### **Designation of Essential Functions**

Employment in and by the Church is substantially different from secular employment.

Church employees/volunteers must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. This position does not require that the employee/volunteer be a Catholic. However, as a parish community rooted in the teachings of the Catholic Church, employees/volunteers are expected to be knowledgeable of core tenets and respectful of the mission, purpose, and teachings of the Catholic faith.

**To apply, send your resume to Taylor Liles: [tliles@mary.org](mailto:tliles@mary.org)**