



IMMACULATE CONCEPTION  
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Job Title: Office Manager

Hours: Part-time, 8-12 hours per week

Reports to: Pastor

### **Position Overview:**

To provide administrative support to our parishes, coordinate liturgical ministry schedules, provide all accounting duties, publish bulletin, other correspondence as needed.

### **Responsibilities:**

- Meet regularly with Pastor.
- Be committed to a regular prayer life.
- Complete the annual training and be in compliance with the Protect and Heal Program for the Diocese of La Crosse.
- Communicate clearly and in a timely manner with the Pastor, parish employees and volunteers, and anyone else as needed.
- Perform duties and responsibilities of an Administrative Assistant:
  - Be familiar (but confidential) with the schedule, priorities, and needs of the Pastor
  - Oversee the ongoing and accurate recording of sacraments in various databases (e.g., ParishSoft, sacramental registers).
  - Oversee the ongoing and accurate recording of registered and non-registered families in various databases (e.g., ParishSoft, sacramental registers).
  - Maintain the parish records for Mass intentions and Mass stipends.
  - Coordinate routine administrative tasks: announcements or displays for weekend Masses, serving schedule including Lectors, Money Counters, Altar Servers, Ushers, etc.
  - Publish the weekly bulletin
  - Complete and submit the annual Protect and Heal report.
  - Employee may perform other duties to meet the ongoing needs of the organizations
- Perform duties and responsibilities of a Bookkeeper/Accountant
  - Record parishioner and non-parishioner donations.
  - Verify accuracy of deposits and record them in proper accounts.
  - Pay/prepare all bills, including bills received and bills generated by the parish, such as bulletin ads, monthly reimbursements, etc.
  - Reconcile all bank accounts.
  - Prepare monthly payroll.
  - Attend Finance Council meetings as requested.
  - Help prepare yearly budget with assistance from the Finance Council.
  - Track all expenses and income in the ParishSoft system.
  - Prepare and verify all required yearly reports to the Diocese (Bishop Report).

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A pastoral heart, including a hospitable and evangelizing attitude.
- Prayer life and lived witness to the Catholic Faith.
- Bilingual (Spanish and English) preferred. English is necessary.
- Ability to lift and carry twenty-pound parcels and/or boxes, and to go up and down stairs.
- Excellent listening skills, problem solving ability, and the ability to multitask with ease.
- High level of integrity, diplomacy, initiative, and teamwork.
- Ability to organize, manage multiple priorities and work with minimal supervision.
- Professional confidentiality and discretion regarding all personal information.
- Proficiency with Google Workspace and/or Microsoft Office Suite, especially Word, Excel and Publisher.

Interested applicants may direct their cover letter and resume, as well as any additional inquiries, using the following contact information:

Fr. Peter Kieffer  
Parochial Administrator  
Immaculate Conception and St. Joseph Parishes  
[pkieffer@diolclergy.org](mailto:pkieffer@diolclergy.org)  
715-964-5201