

**Job Title:** Receptionist / Accounts Payable  
**Parish:** Immaculate Conception Catholic Church, Elmhurst, Illinois  
**Reports To:** Director of Finance  
**Position:** Full-time, Benefits, On-site  
Monday – Thursday 8:00 a.m. – 4:30 p.m.; Friday 8:00 a.m. – 12:00 p.m.  
**Salary Range:** \$39,000 - \$43,000 annual

### **Position Summary**

The Receptionist/Accounts Payable employee is responsible for greeting visitors and/or callers to the Parish offices and determining their needs, then contacts appropriate staff resources to help resolve identified issues. Employee ensures compliance of all visitors to the Parish policies and procedures; pays all invoices for Parish as instructed by Director of Finance. Must support the mission, vision, policies and procedures of the Catholic Church and the Diocese of Joliet.

### **Essential Functions**

- Greet and assist all persons entering Parish Administration Center.
- Answer phone calls, manage phone messages for Main Parish phone line and nightly seasonal messages.
- Daily mail and packages distribution.
- Schedule Mass Intentions and prepare mass cards.
- ParishSoft Database – enters and updates new parishioners, address changes, baptism, deaths. Gives copies of New Parishioner forms to Associate Pastor, Director of RE and GS Development.
- ParishSoft On-Line Giving - Sets up new *managed* givers. Updates and assists parishioners with questions. Communicates with parishioners about failed payments.
- Sets up and updates *Our Sunday Visitor* Envelope system.
- Make initial contact with funeral homes for funerals. Inform Pastor of all details and begin communication process with appropriate staff.
- Accounts Payable – Prepares invoices and check requests for weekly check run.
- Distributes or Mails accounts payable checks and files completed invoices.
- Coordinates parish mailings throughout the year: Stewardship, 53rd Sunday, Christmas, Easter, Tax Statements. Creates labels as needed.
- Sends Welcome Packets to New Parishioners.
- Maintains staff lists, sends birthday cards from priests to staff. Maintains Christmas Card list for Pastor.
- Coordinates printing of booklets for parish as needed.
- Schedules baptisms for parish families. Prepares Baptism Certificates and all paperwork needed. Schedules baptism prep for families monthly. This task is performed in conjunction with Parish Secretary and Staff Accountant.
- Maintains parish website. Enters Mass intentions.
- Maintains electronic parish sign.
- Maintains Parish record books for baptism and death, weddings, 1st Communions and Confirmations that take place at other parishes. This task is performed in conjunction with Parish Secretary and Staff Accountant.
- Prepares baptism and confirmation record requests.

### **Marginal Functions**

- Diocese of Joliet “CMAA” updates. Mails collections as needed.
- Diocese of Joliet “Portfolio” update. New Parishioners quarterly, deaths as needed.

- Run reports from ParishSoft as needed.
- Creates monthly contribution report for Grade School families. Discusses with Pastor for action plan.
- In September, November and March runs contribution reports for RE families.
- Parish Calendar – provides entry for yearly calendar meeting and backup support.
- Prepare “Guidebook” Directory in Fall. Update information as needed.
- Generates monthly postage meter report; orders business office supplies; prepares timecards; collects timecards twice monthly.
- Maintains gift card Inventory.
- Arranges for maintenance of Business Office machines: copier, postage machine, and folding machine.
- Other duties as assigned by Director of Finance/Business Manager or Pastor.

### **Qualifications**

- High School Diploma or GED, required.
- College level courses, preferred.
- Minimum of 3 years in an administrative capacity within a Catholic church and/or school, preferred.
- Microsoft Office experience, required.

### **Physician Demands<sup>i</sup>**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, and use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 30 pounds. Specific vision abilities required by the job include close vision, depth perception and the ability to adjust focus.

***To apply for this position, please send a cover letter and resume to [clewandowski@icelmhurst.org](mailto:clewandowski@icelmhurst.org). Please reference Receptionist/Accounts Payable position in subject line of email.***

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<sup>i</sup>This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.