

St. Columbkille Catholic Church

Position Description

Job Title: Administrative Assistant
Ministry/Dept. Church / Athletics
Primary Reporting: Fr. Dave Reeson
Indirect Reporting: Parish Finance Committee
Boards & Committees: Athletic Committee

Primary Mission/Function:

Athletic Council (AC)

- Sport Registration: Coordinate registration activities for all sponsored Intramural & Competitive inter-school sports
- Financial: Follow Parish Finance Guidelines within athletic activities
- Other Duties as assigned:
 - athletic communication to outside groups
 - Sells Spirit wear to walk in customers

Duties & Responsibilities

Athletic Council (AC)

- Sport Registration
 - Works with AC to review & update registration form at the beginning of each season
 - Update Athletics website to ensure sports registrations are on time and correct
 - Collects & enters all registrations into database in excel and send to Commissioners & Coaches @ start of season
 - Communicate all Athletic events via the school, website and bulletin
- Financial
 - Collects, counts, & deposits money into Bank account & logs activity into Quick Books for:
 - Sport Registrations
 - Concession Stand Revenue
 - Admissions Revenue
 - Spirit wear sales Revenue
 - Fundraiser
 - Reviews invoices for compliance with Parish Finance guidelines
 - Pays all athletic invoices through Quick Books
 - Reconcile bank statements and sends financial reports to AC and Finance Committee each month and as requested
- Other
 - Communicate to Athletic Committee regularly regarding any issues affecting the Athletic Department
 - Serve as Secretary of Athletic Committee- communicate all upcoming monthly meetings, collect and distribute agenda items, and distribute post-meeting minutes
 - Assist Athletic Committee with fundraisers, to include communication and financial necessities

Typical Hours of Work: 12-15

Typical Work Week: Flexible