Diocese of Erie

St. Mark Catholic Center
Position Profile

Job Title: Administrative Assistant, Financial Services
Department: Financial Services
Location: Erie (SMCC)
Reports to: Controller
Cabinet: Chief Financial Officer
Classification: Hourly
FLSA: Non-Exempt; Full-Time
Budget: 731
Date Created: September 2026

PURPOSE/OBJECTIVE

The Administrative Assistant provides comprehensive administrative and clerical support to the Office of Financial Services. This position assists the Chief Financial Officer and Financial Services staff by coordinating office operations, managing communications, maintaining records, supporting financial processes, and serving as a resource to diocesan departments, parishes, schools, agencies, and visitors. The position also provides administrative support to diocesan councils and committees, prepares official meeting minutes, coordinates board communications, manages bishop correspondence related to financial matters, and assists with organizational governance and compliance documentation. The Administrative Assistant contributes to the efficient operation of the department while promoting professionalism, confidentiality, and faithful stewardship of diocesan resources.

RESPONSIBILITIES

Administrative Support & Office Coordination

- Provide administrative and secretarial support to the Financial Services Department.
- Answer, screen, and direct calls for the Chief Financial Officer and Controller.
- Manage incoming and outgoing correspondence, mail, email, and other communications.
- Greet and assist visitors and respond to administrative inquiries.
- Compose, proofread, edit, and distribute correspondence, reports, forms, and departmental communications.
- Schedule and coordinate meetings, appointments, interviews, and departmental events.
- Establish, maintain, and update paper and electronic filing systems, records, and databases.

Financial Services Support

- Assist with the preparation and distribution of monthly parish and departmental statements.
- Prepare annual audit verification letters for parishes and diocesan agencies.
- Prepare tax acknowledgment letters and donor correspondence using Ministry Platform.
- Assist with preparation and distribution of investment statements and related mailings.

Office Operations & Resource Management

- Maintain and reconcile petty cash in accordance with diocesan policy.
- Coordinate special event notification and insurance documentation programs for parishes, schools, and agencies.
- Coordinate monthly state of Pennsylvania invoice and reimbursement files for diocesan clerical visits to State agencies including Soldiers & Sailors Home.

Organizational Support & Special Projects

- Provide clerical and mailing support to other diocesan departments as requested.
- Assist with diocesan campaigns, employee programs, and special events as requested.
- Cross-train within Financial Services to provide departmental coverage during absences.
- Complete special projects, reports, and assignments as requested by the Chief Financial Officer.
- Other duties as assigned.

INTERFACE

Internal

- Chief Financial Officer
- Financial Services Department Staff
- Diocesan Departments and Employees
- Chancery Leadership

External

- Pastors
- Parish Business Managers
- School Administrators
- Vendors and Service Providers
- Donors, Parishioners, and Visitors

QUALIFICATIONS

Education

- High School Diploma or equivalent required.
- Associate degree in Business Administration, Accounting, Finance, or related field preferred.

Experience

- Minimum of five (5) years of administrative support experience in a professional office environment.
- Experience supporting executive-level management preferred.
- Experience working with financial records, reporting, or accounting functions preferred.

COMPETENCIES

- Commitment to the mission and ministry of the Diocese of Erie.
- High level of professionalism, ethics, and confidentiality.
- Strong verbal and written communication skills.
- Excellent organizational and multitasking abilities.
- Strong customer service and interpersonal skills.
- Proficiency with Microsoft Office applications.
- Ability to maintain accurate records and files.
- Ability to prioritize competing responsibilities and meet deadlines.
- Strong attention to detail and problem-solving abilities.
- Ability to work independently and collaboratively as part of a team.
- Commitment to continuous learning and professional development.

PHYSICAL CAPABILITIES/WORK ENVIRONMENT

Work is performed primarily in a professional office environment. Must be able to operate standard office equipment, communicate effectively in person and by telephone, and occasionally lift or move office materials weighing up to 25 pounds.

Note: The Diocese of Erie retains the discretion to add to or change the duties of the position at any time.

_____ _____

Supervisor Date

_____ _____

Incumbent Date