

Church Administrator

Summary

Perform administrative functions in a timely, accurate, organized and confidential manner

Responsibilities

Office Administration

- Perform a Public Relations role when using telephone, email or direct communication
- Organize functions of the office to support staff and key leaders of the church
- Perform administrative duties as outlined in the office Administration binder, including maintaining Policy and Procedure Manuals
- Allocate and direct use of space within established policies and procedures, engaging contract roles (Communication, Event, Kitchen, A/V) as required
- Assign one-time use keys as required, record assignment of keys and follow up if/when keys are returned
- Maintain databases, calendars, paper and electronic files
- Prepare bulletins for all services, weddings and funerals as required
- Prepare Annual Reports and other documents as required
- Purchase office supplies and equipment, maintain said equipment and liaise with outside equipment contractors when required
- Maintain official church records for weddings, funerals, baptisms and archives
- Maintain orderly bulletin boards and update monitors with current information
- Assist in editing the website

Financial Function

- Maintain basic understanding of computerized and/or manual financial records as requested by the Treasurer
- Print financial statements and receipts as required
- Submit payroll data as per policies and procedures
- Deposit funds as per policies and procedures

Committee Administrative Responsibilities

- Maintain the official copies of minutes of all Executive and Church Board/Council Meetings and ensure that minutes are properly signed, filed and kept secure
- Other duties of a similar nature as assigned

Service to Church and Wider Community

- Be prepared to act always as a positive public representative for the church



Skills

- Ability to work independently, follow-up and follow through
- Highly organized
- Excellent communication skills
- A high level of accuracy
- A warm, welcoming presence
- Ability to problem solve and work with a variety of personalities
- Ability to “triage” work and people
- Proactive-anticipate needs through planning
- In-depth knowledge of Microsoft Office Suite, including calendar management
- Working knowledge of Quickbooks, Church Windows, ADP payroll or similar systems

We thank all applicants for their interest; however, only those selected for an interview will be contacted.