

## Position Description

Position Title	Parish Administrator/Bookkeeper
Supervisor	Rector
Availability	Immediate
Classification	Regular (institutional payroll employee) Part-time, Non-Exempt (no paid overtime) Employment-at-will
Compensation	TBD, commensurate with abilities/experience
Hours	20 hours per week; Flexible schedule, subject to deadlines & peak church seasons; hours & schedule to be agreed upon with Rector
Vacation	With adequate notice, necessary coverage, and approval of Rector

### Position Summary

Under the supervision of the Rector, the Parish Administrator provides general office support to the staff, vestry, and volunteers of the parish of All Saints, in support of its mission and ministries. The position requires effective communication skills (verbal and written), demonstrated organizational capabilities, knowledge of—or willingness to learn—current applications and technology, and attention to detail. The position's administrative responsibilities may include, but are not limited to the following:

- Preparing, proofreading, and producing consistently-formatted bulletins for Sunday worship and special services;
- Assisting Rector in parish communications, including phone calls, mail and email, information requests, newsletters and announcements (electronic and physical), etc., maintaining at all times professional and cordial communication protocols;
- Data records management, including financials, membership, attendance & register of services, clearances, physical plant, operational data, etc.;
- Church/office supplies management, and coordination with vendors;
- Management of church calendar, including church events and use of church space;
- Scheduling of volunteers, under the direction of the rector or his designee;
- Producing reports and budgetary documents for monthly Vestry meetings and annual membership meetings, as well as Diocesan and Provincial reporting;
- Assisting Rector in the parish's online presence (website, Facebook YouTube, podcast, etc.);
- Maintaining office hours, as agreed upon with Rector;
- An aptitude for and willingness to learn current software and technology;
- Additional administrative support of Rector, Vestry and the parish, as necessary.

Further, the position serves as the parish bookkeeper, requiring a high level of trustworthiness, integrity and communication, with responsibilities including, but not necessarily limited to the following:

- Recording all church deposits (including electronic deposits, e.g. Venmo, Paypal, Faith Street, et al.), using established Quickbooks Online software;
- Making sure donors receive proper substantiation for gifts via annual statements, as necessary;
- Timely disbursement of funds for accounts payable and approved reimbursements, including accurate recording thereof;
- Inquiries and, if necessary, follow-ups on issues related to vendors, billing, donations, etc.;
- Reconciliation and balancing of church accounts on a weekly rotating basis;
- Assistance in the preparation of the annual budget;
- Maintenance of all cash journals, the general ledger and all subsidiary ledgers, and records for various designated church funds;
- Maintenance and assistance with financial deposits and procedures, including participation in yearly audits.

To learn more about the parish, please visit our website at [www.allsaintscranberry.org](http://www.allsaintscranberry.org). To apply, please forward resume and cover letter succinctly summarizing capabilities and qualifications for this position to [jen@allsaintscranberry.org](mailto:jen@allsaintscranberry.org).