

All Saints Whitby

Parish Administrator/Bookkeeper

Reports to: Incumbent and Church Wardens

Position Description:

The Office Administrator will ensure the efficient working of the parish office, assisting the Incumbent, Churchwardens, other Clergy, and staff in parish administration responsibilities. This position also involves working with the parish treasurer to assist in the management of parish finances. Activities associated with this position should be achieved in a manner consistent with the Parish Mission Statement, Goals, and Objectives. All diocesan and parish policies and practices must be known and adhered to particularly the Diocese of Toronto's Sexual Misconduct and Screening process.

Population(s) served: Staff members, parish leaders, service people, parishioners, Diocesan staff, and the community.

Duties and Responsibilities:

Administrative

- Provide leadership, in a Christian manner, to areas involving Church office functions including the management and administration of financial and business relationships with members, staff, congregations and the public.
- Prepare the weekly bulletins for three Sunday services.
- Produce the special worship service resources (funeral, baptism wedding bulletins) as required and maintain records.
- Provide administrative assistance to the clergy and churchwardens as required.
- Maintain accurate listings of new members and donors to the Church and Deacon's Cupboard.
- Maintain and update posts on parish website and social media; co-ordinate and publish weekly e-newsletter.
- Maintain and update church database including the up to date parish directory, service schedule and calendar.
- To be pastorally sensitive for all who enter the parish office or seek ministry over the telephone. The intermittent nature of visitors and inquiries will require that the administrator be interrupted during tasks in order to greet and assist people.
- Oversee the operation of the phone system, voicemail and voice greetings.
- Manage all incoming mail and respond accordingly; regular mail and email.
- Assist parish groups in ordering and receiving materials.
- Coordinate the collection of reports and compile the annual report.
- Validate/verify invoices for accuracy and alignment to quotes or contracts.
- Maintain, update and post monthly events, and parish activities.
- Maintain and update the parish filing system including key inventory.
- Arrange for repairs and maintenance of office equipment or other items approved by the Churchwardens (i.e. items such as minor building repairs, office equipment servicing, etc).

- Primary contact to vendors, service providers, and deliveries.
- Research and recommend service contract commitments for All Saints.
- Maintain a neat and welcoming parish office.
- Periodically train staff and volunteers in the use of appropriate office equipment and procedures.
- Oversee and maintain an up to date parish directory, calendar and service schedule. Provide copies when requested.
- Manage the church calendar for internal and external groups, and handle rentals to outside groups including showing, contracting, invoicing, and related activities.
- Manage the bulletin board materials and keep the bulletin board area neat and up to date.
- Manage the booking and facility rentals system and respond to queries concerning cost and availability. Maintain a record of all contracted tenants, contact information, contract dated, insurance dates and associated fees.
- Assist the Treasurer with developing long term lease agreements with tenants and coordinate any approvals required by the Diocese.
- Ensure proper arrangements are in place for insurance coverage for the use of the facilities, if not covered by a blanket policy.
- Reproduce and mail certificates and other documents as needed.
- Prepare posters in Canva.
- Performs other duties as required.

Financial

- Be responsible for the office budget as approved by Vestry for all necessary office administrative expenses.
- Prepare a yearly budget draft review and adoption by the Church Council.
- Manually calculate salaries and write cheques/e-transfer payments for non-clerical staff.
- Calculate and submit salary withholdings and statutory deductions.
- Prepare year end T4 forms and summary.
- Maintain the autodebit information system and make the necessary updates.
- Maintain the monthly payouts and record accordingly.
- Perform monthly bank reconciliation and produce month-end statements for the treasurer.
- Perform year-end related bookkeeping functions including competing the parochial return.
- Maintain and advise on financial reports for parish ministry groups.
- Send invoices and receive rent and expense cheques for vendors, utilities.
- Record all Sunday offerings and other gifts each week.
- Keep track of all funds and balance monthly.
- Issue receipts for donations and memorials.
- Perform other duties as assigned.

Skills/Knowledge required

- Post-secondary college diploma in related discipline or a combination of education, training and experience
- Proven ability to handle several responsibilities concurrently and meet deadlines
- Strong communication skills including written and verbal
- Documentation management skills. Ability to create, manage and co-ordinate documents and files (electronic and paper files) in an efficient manner
- Flexible and solutions focused individual
- Proven ability to handle all matters with discretion, confidentiality and empathy
- Work ethics are compatible with church's values. This includes the commitment to confidentiality regarding all accounts records pertaining to the church staff and membership, including but not limited to members personal information, appointments, salary and payroll records.
- Works well independently and is self-motivated. Excellent interpersonal skills.
- Practical experience in fund-based accounting and account reconciliation, preferably in a church or church-related institution. As well, proficiency in computer skills including MS Word, Excel, Access, Account Edge, QuickBooks, PowerPoint, Mailchimp, and Canva are an asset.

Requirements

Successful undergo a criminal background and credit check