

Part time Church Office Administrator – Anglican Parish

Hours: Tuesdays and Thursdays 10:00 a.m. to 2:00 p.m. 8 hours per week

Reporting to: Church Wardens, supervised by the Parish Priest

Compensation: salary range is negotiable and commensurate with experience

Position Summary

An Anglican parish is seeking a dependable and well-organized part-time office administrator to prepare both clerical and financial operations of the church.

Key Responsibilities

- Perform book keeping and maintain accurate financial records using QuickBooks
- Prepare and process bank deposits of donations and complete bank reconciliations
- Record and track financial data with attention to confidentiality and accuracy
- Prepare emails, church bulletins and other documents using MS Office and Publisher
- Answer phone calls and emails in a professional and welcoming manner
- Manage rentals of the church hall, including scheduling, communication, and follow-up
- Order and maintain office supplies
- Provide general administrative support to clergy and church leadership as required

Qualifications and Experience

- Book keeping experience and familiarity with financial record keeping
- Proficiency in Quick Books, Microsoft Office and Publisher
- Strong organizational, communication and time management skills
- Ability to work independently and manage multiple tasks
- Experience working in a church or non-profit organization will be an asset
- A familiarity with Anglican liturgy is an asset but not essential

How to Apply

Interested applicants are invited to submit a resume and a brief cover letter outlining relevant experience and interest in the position.

Please apply to: stmatthews80@gmail.com by March 5th, 2026