

Office Administrator / Bookkeeper

Job Description

Objective: The Office Administrator / Bookkeeper will work with Council, other staff, the Finance Committee and other church committees to administrate the church operations and to help guide, direct, and manage the critical functions to meet the church's long-term goals in accordance with our faith and beliefs with the guidance of Our Lord and Saviour, Jesus Christ. The job description of a church administrator includes actively supporting the church's core values, mission statement, vision, and various ministries.

This position involves handling the day to day operations of the church and managing church finances. This position receives direction from the finance committee with regards to the bookkeeping and the office managers with regards to office administration.

Qualifications:

- Working knowledge of office equipment
- Thorough understanding of office management procedures
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Proficiency in MS Office
- Capacity in church bookings and scheduling event
- Ability to maintain current databases
- Accomplished bookkeeping abilities
- Maintaining discretion regarding personal information
- Professional attitude is required

Financial Administrative Duties:

- Keep proper and accurate accounting practices for the church using updated accounting software
- Manage Online Giving
- Staff Payroll
- Receiver General
 - Monthly submissions for payroll
 - Quarterly submissions for GST
- Bank deposits
 - Church

- Noah's Ark
- Deacons' Fund
- Monthly bank reconciliations
- Bi-monthly reimbursement of congregation members for submitted expenses
 - Working with cheque signers to ensure all reimbursement is properly completed
- Pay all church bills (ie utilities)
- Disburse second offering funds to the appropriate charity
- In cooperation with the Finance Committee, create the fiscal budget each fall
- Create, communicate, and disburse financial statements and information as requested for council and congregational meetings
- Keep up-to-date records of ministry budgets and communicate with ministry leaders regarding their available finances.
- Monitor levels of office and postage supplies and order more as needed
- Monitor coffee supplies and order more as needed
- Order supplies for church ministries as requested
- Purchase janitor supplies as requested
- Be present at weekly staff meetings, monthly finance committee meetings, and semi-annual congregational meetings
- Report to the Office Manager and Finance Committee

Other Administrative Duties:

- Open and lock the church daily
- Manage church security, including the distribution and accounting for church keys and security codes
- Answer phone calls and emails in a polite and courteous manner and tone
- Send out weekly volunteer reminders
- Address the needs of those who come to the church in an appropriate, confidential manner, and direct so needs expressed are met.
- Schedule tax programs for Deacons' Outreach program and communicate compassionately with these individuals
- All duties required in producing and distributing the weekly bulletins, including digital distribution and large-print versions
- Assist with producing funeral/wedding bulletins (order of service) when required.
- Update the church website as required
 - Uploading sermon audio files to webpage on a weekly basis
- Uploading videos to rightnowmedia.org on a weekly basis
- Burning service recordings to DVDs
- Update the church membership database as required.
- Maintain and up-to-date contact directory for active members

- Update PCO (planning centre) with service information
- Ensure service schedules are kept up-to-date (using Google Sheets)
- Proper reporting of copyrighted song use to CCLI
- Preparing PowerPoint slides for each service
- Preparing large-print song sheets for each service
- Maintain church calendar
- Schedule rentals for the church facilities and oversee all rental agreements
 - Ensure all forms and payments are completed in a timely manner
 - Ensure rentals have proper security personnel and technicians
 - Ensure that the building is unlocked and locked according to rental agreement
 - Communicate to office staff when rentals will be occupying the Church building in any capacity.
- Distribute materials in member mailslots
- Keep church displays and bulletin boards up-to-date
- Retrieve mail daily and pick up parcels as necessary
- Appropriately store committee meeting minutes (dropbox and/or google drive)
- Administer Safe Church policy and associated paperwork
 - distributing, collecting and filing forms and copies of police checks
- Be willing to undergo training for church sound, PowerPoint, and livestream systems.
- Maintain general office organization and tidiness (both in the physical office space and on office computers)
- Other administration duties as required.
- Report to the Office Manager