

# **The Parish of St. Clement**

## **Job Description**

Date: May 13, 2019

Position title: Parish Administrator

Reports to: Rector

Exempt: Yes

Work Hours: 9 am to 5 pm, Monday through Friday

Summary: The Parish Administrator provides administrative supervision in conducting and maintaining office activities, coordinating work with staff and parishioners; provides for the accounting and financial needs of the parish; maintains personnel and benefits records, and maintains the membership database of the parish.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- all financial needs of the church, including but not limited to accounts payable/receivable, payroll, taxes and withholding, pension, reports, accounting procedures in accordance with established guidelines, bank records
- contribution records and statements
- trains volunteer offering counters
- verifies Sunday collections/deposits
- maintains personnel, clerical, and office records
- medical, dental, and pension coverage for employees
- researches and develops personnel benefit policies and programs
- maintains ACS financial and membership database
- assists and supports the Church treasurer
- assists and supports the Rector and Senior Warden
- supervises the parish secretary and coordinates the work of the church office
- coordinates work schedules (secretary, sexton, groundskeeper) and supervises office operations
- develops and oversees office policies and procedures
- oversees the preparation of Vestry minutes and the Annual Meeting reports
- acknowledges special gifts, offerings, and contributions
- maintains office supplies and office equipment; researches options and makes recommendations for upgrades
- maintains the records for the Chapel of Peace Columbarium
- monitors compliance with applicable state and federal laws and diocesan and national policies

### Performance Expectations:

- works effectively as a team member
- demonstrates excellent communication and customer service skills
- remains flexible and manages times to accommodate changing needs
- works courteously with co-workers, parishioners, and public
- maintains positive attitude with a willingness to accept miscellaneous job duties as requested
- responds promptly to requests for assistance and service by Rector, Senior Warden, Treasurer, Clerk, and parishioners
- takes initiative in task completion
- works independently and exercises good judgment and discretion
- maintains high accuracy in work

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Education and/or Experience: College courses in Accounting or 3-5 years of bookkeeping/accounting experience
- Language Skills: Ability to write business letters; to prepare and maintain comprehensive records and reports; to follow instructions, read and interpret operating and maintenance instructions; to communicate effectively with office staff, parishioners, school staff, and visitors.
- Mathematical Skills: Ability to analyze, interpret, and apply financial and general administrative rules and regulations to provide complete oversight of all the financial needs of the church.
- Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Skills in organization of church records.
- Other Skills and Abilities: Familiarity with Microsoft Word and Microsoft Excel required. Familiarity with Automated Church Services (ACS) software highly desired or the ability to master it.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to use hands to manipulate, or feel objects, keyboard, or office equipment. The employee is occasionally required to stand, walk; reach with hands and arms; stoop, kneel, climb using a two-step ladder and an attic ladder. Specific vision abilities required by this job include close vision and ability to adjust focus.