

**NELSON UNITED CHURCH
JOB DESCRIPTION
CHURCH ADMINISTRATOR
Permanent Part Time**

JOB SUMMARY:

Under the general direction of the Ministry & Personnel Committee and as part of the Ministerial team, being responsible for providing reception, secretarial, office support, bookkeeping, volunteer management, rental management, building maintenance schedule.

JOB DETAIL:

1. Provides a receptionist service, receives and processes oral, telephone or written requests for information by:

- directing visitors and telephone inquiries to appropriate area; in absence of the Minister provide initial intervention by referring to appropriate resource.
- recognizing people who may be under emotional stress, confused, anxious, angry or difficult and obtain immediate assistance for them, if required.
- maintaining answering machine – including changing the outgoing messages as necessary depending on church events.
- informing Minister regarding any benevolent requests and pastoral care requests.
- maintaining an up to date prayer list.
- ensuring confidentiality at all times.

2. Performs secretarial functions by:

- typing letters, power points, forms, minutes, statistical reports and proof-reading related projects.
- composing letters and typing replies to inquiries on own initiative or from general instructions.
- assembling and preparing announcements/calendar from various sources.
- e-mailing the prayer writer prayer information each week.
- maintaining official records of baptisms, weddings, funerals, transfers of membership in consultation with minister.
- maintaining a current membership list.
- carrying out duties as directed relating to Nelson United Church scholarships (advertising, contacting Trustees' for cheques and distribution of cheques to recipients, and completing CRA documentation)
- scheduling church facilities, janitor and organist as required for various events.

3. Performs general office support services as required for Ministers, staff and church members by:

- making necessary arrangements for meetings, funerals, weddings.
- opening and circulating incoming mail; preparing and posting out-going mail; checking e-mail on a regular basis.
- operating office equipment and arranging for servicing and renewal when required.
- updating and maintaining a filing system.
- supporting Church committees as appropriate.
- being a member of the Admin Team.

4. Perform bookkeeping functions by:

- paying all invoices in a timely manner.
- completing computer data entry deposits/withdrawals as required and balancing receipts/deposits monthly.
- doing data entry in SAGE Accounting Program.
- processing mid-month and monthly payroll.
- tracking staff leave entitlements.
- completing monthly bank reconciliation and prepare monthly financial information for the treasurer.
- maintaining petty cash account and benevolent account.
- preparing year-end financial statements for the treasurer, Annual Report, UCC Statistical Information Return and CRA Charities Return.
- assisting the treasurer in preparing a budget for the year.

- reviewing T- 4 slips and distributing to employees.
- preparing and submitting GST rebate applications twice a year.

5. Perform volunteer management functions by:

- managing the volunteers of the congregation, including assisting with recruitment, training, supervision and recognition, and police record checks.
- encouraging people to recognize their spirit-given gifts and encourage volunteer participation.
- being a member of the Nomination Team that assists with nominations for elected congregation positions.

6. Performs rental management and oversee building maintenance by:

- scheduling with annual renters and preparing lease or rental agreements for signing.
- booking rentals in various rooms of the church as requested by members of the general community, including ensuring all paperwork and fees are received including user liability insurance. Show same members the room(s), arrange for Event Managers or technical assistance as needed.
- send user liability insurance reports to the insurance company every 4 months.
- scheduling building maintenance: snow removal, roofers, gutter cleaning, boiler start up and shut down, custodian, etc.
- working collaboratively with the Building Team to resolve unforeseen maintenance items.

7. Perform other related office duties from time to time.

SELECTION CRITERIA

EDUCATIONAL AND/OR OCCUPATIONAL CERTIFICATION

Secondary School graduation or equivalent combination of education and experience.

EXPERIENCE AND/OR ACHIEVEMENTS

A minimum of two years general office and secretarial experience.
A minimum of two years computer experience using Microsoft Word applications.
A minimum of two years' experience with bookkeeping and SAGE accounting software.
Able to work within the policies of Nelson United Church and The United Church of Canada.

QUALIFICATIONS

- Keyboard skills of at least 50 w.p.m.
- Must be proficient in Microsoft 365, PowerPoint and SAGE accounting programs.
- Excellent knowledge of business English and routine office practices and procedures.
- Ability to work independently and also in a team environment.
- Ability to communicate effectively both verbally and in writing, to meet and deal with the public and congregation in a professional manner exercising courtesy, discretion, confidentiality and tact.
- Must be able to meet deadlines and follow instructions.
- Ability to operate related office equipment.
- Physically able to do the job.
- Satisfactory Police Record Check

COMPENSATION

This position is twenty-two (22) hours per week, to include Monday to Thursday's office hours.
Remuneration is \$22.50 per hour. After three months employment, entitled to benefits as mandated by The United Church of Canada.

Employee

I have read and I understand the contents of this job description.

Signature/Name

Date

Chair, Ministry & Personnel Committee

This description is an accurate statement of the position's assigned duties, responsibilities and reporting relationship as of _____.

Signature

Date