



St. John's Episcopal Church in College Park is seeking to hire a Parish Administrator who can provide assistance in the financial and administrative areas of parish operations. We anticipate that this position will be a part-time position for up to 15 hours per week, starting effective January 1, 2019. Please direct all inquiries about this position to the Rev. Terri Brice, Priest in charge at 404-761-8402 or email sjec.priest@gmail.com.

Parish Administrator Job Description

Summary Description: Provides administrative and financial support for the parish, particularly the Priest in charge/Rector, Treasurer and associated working committees of the church. Critical areas of work are outlined below but other duties and responsibilities may be assigned as specific situations dictate. The Administrator reports directly to the P.I.C./Rector.

Major Responsibilities (Administrative)

- (a) Greet parishioners and visitors who contact the church – either in person, via email or by telephone – responding appropriately to their needs and requests, forwarding information as needed to the P.I.C./Rector or other parish leaders.
- (b) Retrieve mail and distribute appropriately to parish leaders.
- (c) Assist with the production of weekly worship bulletins.
- (d) Assist with the preparation of special mailings around holidays, stewardship, etc.
- (e) Maintain parish membership database.
- (f) Maintain parish files – either electronically and/or in paper format.

Major Responsibilities (Financial): Primarily using the software program ACS:

- a) Record all income and expenses in ACS.
- b) Process and print checks and prepare them for signature. Maintain vendor files in ACS.
- c) Reconcile all bank accounts, using the “Bank Reconciliation” module in ACS. Produce associated financial reports for review and approval by the Treasurer, P.I.C. and/or Finance Chair and ultimately the Vestry of the parish.

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- d) Assist staff and committee chairs by producing inquiry or summary reports upon request.
- e) Maintain archive of all financial records in hard-copy form as well as in ACS according to generally accepted retention guidelines, business practices and auditor recommendations.
- f) Print quarterly giving statements from ACS and prepare for mailing by the end of the month following the close of the quarter.

Performance Factors and Skills:

- (a) Set goals and priorities; schedule and follow through on work assignments with a minimum of direction; demonstrate flexibility as situations dictate.
- (b) Perform work with a minimum of errors and adhere to accuracy standards.
- (c) Communicate effectively in person, over the phone and through email.
- (d) Maintain confidentiality and decorum; present professional attitude and appearance.
- (e) Proficiency in using Microsoft Office suite of products for administrative work and proficiency with and/or ability to learn accounting systems like ACS and its successor REALM; ability to learn archive techniques using cloud-based data storage.
- (f) Knowledge of modern office procedures and filing methodology.
- (g) Operation of standard office equipment, computers and current technology.