



Church of St. Stephen, Downsview
Parish Administrator
Job Posting

Established in 1953, the Church of St. Stephen, Downsview's Mission is "To worship God creating a caring Christian community through growth and celebration, using our gifts and talents to reach out in love to others." We are currently seeking an experienced Parish Administrator to work in the church office on a **part-time** basis (up to 20 hours per week).

PURPOSE OF POSITION

The Parish Administrator will ensure the efficient administration of the parish office, assisting the Incumbent and Churchwardens, and other clergy and staff, in parish administration and be responsible for the accurate accounting and reception of parish income and expenditures. All activities associated with this position must be achieved in a manner consistent with the Parish Mission Statement, Goals and Objectives. All diocesan and parish policies and practices must be known and adhered to; particularly, the Diocese of Toronto's Sexual Misconduct and Screening Policies.

MAJOR RESPONSIBILITIES

Administrative

- Be pleasant and pastorally sensitive for all who enter the parish office or seek ministry over the telephone. The intermittent nature of visitors and inquiries will require the Secretary be interrupted during administrative tasks in order to greet and assist people.
- Set and clear the answering machine and fax messages.
- Assist the clergy and other staff with typing, photocopying, mailing and other administrative needs such as appointments, filing, and letters.
- Handle all incoming mail and respond to mail as necessary.
- Prepare and handle all outgoing mail as necessary
- Print and prepare letters and envelopes for parish mailings.
- Maintain adequate inventory of regular and seasonal office supplies.
- Assist parish groups in ordering and receiving materials.
- Assist in the collection and compilation of reports for the annual report.
- Inform the Sexton of all events and parish activities.
- Attend all weekly staff meetings.
- Maintain a neat and welcoming parish office.
- Type and reproduce the weekly Sunday worship bulletin and PowerPoint presentation and all special worship services as requested.
- Periodically train volunteers in the use of appropriate office equipment and procedures.
- Maintain an up to date parish list, calendar and service schedule.
- Keep an accurate database and desk file of attendees.
- Print and distribute the membership list for distribution.

- Assist parish volunteers with the creation and reproduction of the monthly calendar and newsletter.
- Post bulletin board materials and keep the board neat and up to date.
- Maintain a record of the allocation of all parish facilities under the direction of the Churchwardens.
- Fill in wedding, funeral, confirmation and baptism registers and certificates.
- Reproduce and mail certificates and other documents as needed.

Financial

- Be responsible for the office budget which has been approved by the Vestry for all necessary office administrative expenses.
- Manually calculate salaries and write pay cheques for non-clerical staff. Calculate and submit salary withholdings and statutory deductions.
- Produce yearend T4 forms and T4 Summary.
- Write cheques for signature by churchwardens for monthly expenses.
- Enter cheques in manual and computer records monthly.
- Perform monthly bank reconciliation and produce month-end statements for the treasurer.
- Back-up computer files onto disk for archival storage.
- Perform year-end related bookkeeping functions including completing the parochial return.
- Send invoices and receive rent and expense cheques related to the parish hall.
- Record all Sunday offerings and other gifts each week.
- Keep track of all funds and balance monthly.
- Issue receipts for donations and memorials.

Perform other duties as assigned.

SKILLS

- Office administration experience preferred (1-2 years).
- Excellent communication, time management, prioritization and attention to detail are essential.
- Bookkeeping and accounting knowledge and experience an asset.
- Strongly skilled in Microsoft Office applications; especially, Word, Excel, Power Point, Outlook.
- Experience using QuickBooks.
- Ability to work with a high degree of independence and accountability.
- Be proactive in planning and establishing priorities, and adjust work flow as required
- Website management and editing experience an asset.

APPLICATION PROCESS

Please apply with cover letter and resume by emailing Cover Letter and Resume to: office@saintstephensdownsview.com (Subject: Parish Administrator Position)

CLOSING DATE:

Wednesday, September 19, 2018.

Salary commensurate with experience