

Saint Mary's Episcopal Church
Parish Administrator
Job Description

- Reports to: Rector/Priest-in-Charge; Vestry (when parish is without Rector/Priest-in-Charge)
- Receives work direction from: Rector, Treasurer, Wardens of the Vestry
- Resource person to: Vestry, Treasurer, Stewardship Committee, various parish ministry groups, renters, liaison to Diocesan Support Center/Bishop's office
- Hour hire to work: 16-19 hours per week (days and times to be determined in consultation with Rector or Senior Warden)

Overview:

The Parish Administrator / Bookkeeper works closely with the Rector (and other clergy), Treasurer, and Wardens to support the business and mission of the church. This position is the "face" of the congregation to those who telephone or come to the office in person. This position requires knowledge of the church's ministries and activities; strong organizational skills; excellent interpersonal manner and skills; high level of comfort in using the office computer and various software packages; and the ability to maintain confidentiality.

Responsibilities are negotiable, but may include the following:

1. Provide support to the clergy including general administrative and clerical tasks, research, interfacing with vendors, and communication with parishioners and volunteers as needed.
2. Prepare service, wedding, memorial, and other bulletins, inserts, and other regular communication vehicles with parishioners and visitors.
3. Answer phones and respond to inquiries, take and relay messages in a timely manner.
4. Assists with coordination of parish events.
5. Bookkeeping using Quickbooks and Excel to maintain financial records, and coordinate with Treasurer and others in matters relating to accounting, budget and audits.
 - a. Send out annual member contribution reports
 - b. Prepare checks and pay invoices in accordance with policies
 - c. Reconcile Bank Statements
 - d. Prepare for annual audit
 - e. Maintain tax records
6. Maintain church calendar to include services, meetings, ministries, and other church related activities as well as scheduling use by outside groups and special events.
7. In consultation with the Rector, approve requests for use of church facilities.
8. Maintain continuing education records for clergy and volunteers.
9. Prepare baptism, confirmation, wedding, and other certificates as requested.
10. Maintain all office equipment, schedule repair and maintenance as required. Negotiate service/purchase contracts as needed.
11. Oversee inventory of office and church supplies and order as necessary.
12. Prepare parish mailings, including support to the Stewardship Committee and other ministries as needed.
13. Coordinate with the Jr. Warden, cleaners, contractors and/or vendors to oversee facility maintenance, facility planning (capital repairs and/or replacements).
14. Other tasks as assigned.

Physical Demands:

Ability to go up and down steps and walk for short distances around the property
Able to lift 25 lbs (paper, files, small office equipment, etc.)

Qualifications:

- High School graduation; Two year degree (or higher) in Business Administration, OR related experience.
- Two years' experience in accounting/bookkeeping, OR commensurate education.
- Strong organization skills, ability to prioritize and be flexible, demonstrated ability to juggle multiple demands.
- Knowledge and ability to efficiently utilize computer systems and software.
- Experience with Microsoft Office (Word, Excel, etc.). Experience with Quickbooks a plus.
- Demonstrated ability to work independently with little direction, strong problem solving skills, and ability to find solutions and resources without direction.
- Possess a comprehensive facility with the English grammar and language; strong written and verbal communication skills.
- Willing and able to participate in continued education in appropriate areas as needed.
- As required of all employees of the Episcopal Church in Hawaii, voluntarily submit to, and pass a criminal background check.

Job Type: Part-time

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