

## Trinity United Church

### Position Description for the Office Administrator

At Trinity United Church, the understanding of the concept of a “shared ministry” is a staff relationship in which each staff person:

1. seeks the peace and welfare of the whole church,
2. accepts responsibility for his/her division of work,
3. respects, supports and upholds the work of the other staff members as contributing to the whole ministry of the church,
4. deals co-operatively and in a congenial, frank and gracious manner with the daily and ongoing challenges, seeking agreement with other staff members,
5. accepts a concept of ministry that acknowledges differences in training and background, but embraces an environment of professional equality.

#### Background Requirements:

- 3-5 years' experience working in an office environment
- Good computer skills – internet, email, keyboarding
- Proficient in Microsoft Word. Publisher and Excel would be an asset
- Must have discretion, positive attitude, empathy, strong problem solving abilities, excellent interpersonal skills (friendly, calm and gracious) and good communication skills.
- Good time management skills. Able to set priorities. Good attention to detail.
- Excellent record keeping skills.
- Able to work independently with no supervision and also be a team player.

#### Primary Responsibilities:

The Office Administrator has two areas of functional responsibility, Administrative and Receptionist duties. The following is a list of the tasks associated with each area:

##### Administrative Functions

- Maintenance of church events calendar.
- Sorting and distribution of mail.
- Keyboarding and filing of correspondence and records.
- Ordering and maintenance of office supplies.
- Banking.
- Mailing cheques and filing of invoices.
- Administration of all church building rentals, and organization and booking of meeting rooms.
- Updating of family lists, including church mailing list, Official Roll, Insight List and Observer List.
- Receiving and processing of donations and rental payments.
- Participation in weekly staff meetings and co-ordination of follow-up activities.
- Weekly preparation and publication of the church bulletin (regular and large print).
- Copying and distribution of church newsletter “Insight” (3-4 times per year)
- Entering weekly offering on computer data base, running and filing of weekly reports.
- Preparing payroll input sheets and faxing to ADP twice per month. Filing of payroll reports, distribution of employee pay statements and T4 slips. Preparing employee change forms as necessary for Treasurer’s signature.

- Updating monthly "What's Up" on church website.
- Monthly administration of Pre-Authorized Remittance (PAR) contributions.
- Monthly preparation of Income Statement for Treasurer.
- Yearly preparation and distribution of income tax receipts.
- Yearly co-ordination of annual statistical report for United Church Head Office.
- Yearly updating and distribution of church envelopes.
- Yearly co-ordination and reproduction of Church budget report
- Yearly co-ordination and reproduction of Church Annual Report.
- Submits HST rebate request to Revenue Canada twice yearly.
- Participation in annual goal setting/review with a designated member of the Ministry & Personnel Committee.

#### Reception

- Greeting members, visitors and general public.
- Answering phone and redirecting calls.
- Many duties require the utmost of confidentiality. This is expected without question.

#### **Other Responsibilities or Duties:**

Other duties as required.

#### **Hours of Work:**

This is a permanent part-time position for approximately 24 hours during a four day week. During the summer months, the hours are reduced to 15-20.