

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; experience as a church office administrator or similar volunteer role would be an asset
- Good computer skills – internet, email, newsletter design
- Proficient in Microsoft Word; experience with 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 able to work as part of a team.

Primary Responsibilities:

The Office Administrator has two areas of functional responsibility, Administrative and Receptionist duties. Many duties require the utmost of confidentiality. 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.
- Administration of all church building rentals, including coordinating the booking of meeting rooms and arranging for security for external rental groups.
- Banking (including internet banking, bi-weekly cash deposits)
- Mailing cheques and filing of invoices.
- Entering weekly offering on computer data base; running and filing of weekly reports.
- Counting weekly offering when volunteers are not available
- Receiving and processing of donations and rental payments.
- Assists congregation members and renters with setting up e-transfers as preferred payment method.
- Monthly administration of Pre-Authorized Remittance (PAR) contributions.

- Monthly preparation of banking summary spreadsheets (including cheques, cash, Canada Helps, Square, and e-transfers) with final Income Statement for Treasurer.
- Yearly preparation and distribution of income tax receipts.
- Preparing payroll input sheets and emailing to ADP twice per month. Filing of payroll reports, and distribution of employee T4 slips. Preparing employee change forms as necessary for Treasurer's signature.
- Updating of family lists, including church mailing list, Official Roll, *Keeping in Touch* List and *Broadview* List.
- Participation in weekly staff meetings and co-ordination of follow-up activities.
- Weekly preparation and publication of the church bulletin (regular and large print).
- Weekly preparation and publication (online and hard copy) and coordinating distribution (hard copy) of the newsletter *Keeping in Touch*
- Weekly updating of music used to One Licence.
- Weekly updating of upcoming services and events on church website.
- 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.
- Participation in annual goal setting/review with a designated member of the Ministry & Personnel Committee.

Reception

- Greeting members, visitors, rental groups, and general public by responding to the Ring doorbell during office hours and monitoring the Ring doorbell by cell when not physically in the office during office hours
- Answering phone and redirecting calls.

Other Responsibilities or Duties:

Other duties as required.

Hours of Work, Rate of Pay, Vacation Arrangements:

This is a permanent part-time position for approximately 26 hours during a four-day week. During the summer months, the hours are reduced to 15-20. The starting wage is \$19.00/hr. Vacation time must be accrued first prior to taking paid time off. Details to be negotiated with the Ministry and Personnel Committee each year. Pension and benefits included as per the United Church of Canada's policies.