

OFFICE ADMINISTRATOR: JOB DESCRIPTION

Rockway Mennonite Church

The Office Administrator is part of the staff team at Rockway Mennonite Church. The primary task is to support the ministry of the congregation, through administrative oversight.

Accountability:

The Office Administrator is accountable to the congregation through Church Council. Church Council does the hiring and is responsible for performance reviews. The OA reports to the Pastor for everyday tasks and priorities, and for negotiating vacation and time off. The Pastor will provide supervision and support on a regular basis and be involved in performance reviews. The church treasurer will provide supervision in relation to bookkeeping tasks.

Qualifications:

Education/Training

- Successful secondary school education.
- Training as a receptionist and/or secretary and bookkeeper or equivalent skills.

Experience

- Information management in a modern office environment, preferably a church setting.
- Familiarity with bookkeeping tasks in a computerized context, e.g. Simply Accounting software.
- Liaison with organizations both internal and external.
- Working as a member of a team.

Skills/Abilities

- Excellent interpersonal and communication skills, providing a welcoming and responsive presence to people in the church and community.
- Displays initiative in overall administration and in assisting the Pastor with administrative tasks.
- Strong problem-solving and organizational skills.
- Strong computer literacy including word processing, spreadsheets, database management, website management and accounting software.
- Ability to handle financial matters in an organized, accurate and timely fashion.
- Manages time effectively, multi-tasks, and works without direct supervision when necessary.
- Understands and maintains confidentiality of both information and situations.

Responsibilities:

The following lists are intended to be representative though not necessarily inclusive of all tasks.

General Office Support Coordination

- Telephone and e-mail: answer, screen, and manage messages.
- Distribute informational material as appropriate.
- Ensure communication procedures are followed and make recommendations to Pastor.
- Maintain and operate printer/copier, computer and other office machines.

- Maintain an orderly and attractive reception area and workspace.

Liaison

- Assist in the coordination of diverse activities within the congregation and in relation to Zion United Church.
- Handle questions and inquiries in a sensitive and professional manner. Use good judgment to provide information and advice regarding services, policies and procedures of the church.
- Make decisions regarding day-to-day performance of tasks including the priority of tasks in consultation with the Pastor and independently as appropriate.
- Act as liaison when requested between Church Committees, members, other institutions, the general public, etc.
- Work with Premises Committee to ensure appropriate access to facilities.

Secretarial

- Prepare and produce weekly bulletins in conjunction with the Pastor.
- Prepare correspondence, minutes and other materials to meet deadlines and distribute and file material as necessary.
- Maintain accurate records of congregants and provide specialized member/attendee reports upon request by Pastor and/or lay leaders.
- Support the pastoral staff as required. (set-up and clean-up for meetings etc.)
- Support the ministries and committees as appropriate.
- Maintain/update web site on a weekly/regular basis in consultation with Pastor or website committee.
- Maintain mailboxes and bulletin boards.
- Prepare and produce the annual Church Directory in fall.
- Prepare and produce the annual report in February.
- Distribute worship service recordings as requested.
- Maintain fresh milk and cream in fridge for Hospitality Committee

Bookkeeping

- Balance and record weekly offerings, automatic monthly deposits and other receipts, and make routine weekly deposits.
- Handle church expense bookkeeping (e.g. receive bills, prepare cheques, enter expenses to proper accounts allocating taxes as required, prepare monthly financial statements, and draft government reports as required under the supervision of the church treasurer.
- Review financial matters regularly with the church treasurer

Other

- The Office Administrator will meet with the Pastor on a weekly basis and with a Church Council representative and Pastor for an annual review.
- Regular schedule is Tuesday to Friday mornings. (3.5 - 4 hrs each day)
- Summer schedule is 1-2 mornings per week when not on vacation. Regular schedule would commence by last week of August.

January 3, 2012