

Position Description

Mount Royal United Church

Position Title	Office Administrator
Reports to	Ministry & Personnel Committee
Hours	Permanent Part Time - 25 hours per week (Monday to Friday, 5 hours per day)
Position Summary	Responsible for carrying out the day-to-day activities necessary for the effective functioning of the church office, including maintaining the accounting system, preparing worship related information and, as the communication hub of the church, assisting with the facilitation of communication within the community of faith.
Areas of Responsibility and Associated Duties	Administrative <ul style="list-style-type: none">- Greet visitors to the church in a professional manner.- Answer and screen all incoming calls, routing them to the appropriate individual when available and taking messages as needed.- Respond to requests for information and mail correspondence.- Maintain an orderly and neat office and filing system.- Serve as Recording Secretary for Monthly Council and Finance meetings (evenings with flex hours to accommodate for this) and at congregational meetings.- Record and manage all bookings for the use of the sanctuary and church hall.- Keep up-to-date lists of all current members of the congregation.- Prepare, copy, bind and distribute the Annual Report.- Ensure all office supplies, bulletin covers, church envelopes and other office materials are ordered as needed.- Update Church website, as necessary.- Communicate reminders and updates to the congregation via email and other appropriate means.- Ensure licensed service music is appropriately documented per licensing agreements in place.- Prepare and submit annual statistical information to the United Church of Canada.- Additional duties as required.

Accounting/Bookkeeping

- Enter all invoices into computer accounting software, prepare and co-sign all cheques with Treasurer.
- Act as Envelope Secretary - record all monies received from offerings and other contributions in the accounting system and church database, issue tax receipts and serve as a member of the Finance Committee.
- Ensure accuracy of semimonthly payroll through ADP.
- Work collaboratively with the Treasurer and assist in the preparation of both month-end and year-end financial statements.
- Make bank deposits as necessary for funds received in the office.
- Prepare and issue invoices for outside groups using the church facilities.

Worship Related

- Prepare bulletins for weekly services and for any special services and funerals.
- Prepare materials required to support audio/visual presentation of the weekly worship and special services.
- Provide weekly scripture readers with the information needed to perform their duties.

Required Knowledge, Skills and Abilities

- Must maintain absolute confidentiality in all matters related to the life and work of the church.
- Must be courteous and tactful in all communications with parishioners and community at large.
- Must exercise exceptional judgement in dealing with sensitive and personal issues.
- Must be able to work independently and at a fast pace, adhering to weekly deadlines.
- Must be a self-starter with an innovative approach to administration and a keen eye for detail.
- Must be comfortable working with technology, able to maintain the website, work with general data processing duties and have a willingness to further their training.
- Must be a team player, working collaboratively with other members of the staff and lay volunteers.
- Must be able to communicate effectively in English both verbally and in writing.

Qualifications/Experience

- Grade 12 education.
- Business School or Community College training in Office Administration.
- Experience with Microsoft Office including Word, Excel, Powerpoint, Teams and ability to work with graphics.
- Basic accounting/bookkeeping procedures, including at least a working knowledge of Sage 50 and good organizational skills are essential.

Employment Support

Mount Royal United Church subscribes to a transparent and a fair process for reporting complaints. Matters of concern should be submitted to the M&P Committee.

An annual review process is in place to facilitate a shared vision of the position, allowing the opportunity to discuss the evolution of the position, emerging responsibilities, and areas for personal growth.

Position Terms

- Annual salary based upon experience and qualifications
- Hours of work: 5 hours/week, Monday to Friday, specific hours to be negotiated.
- Four (4) weeks annual vacation
- Enrolment in the United Church ADP payroll system and associated pension and group insurance programs is compulsory.
- Must be willing to submit to a Criminal Records Check.

Approved by M&P Committee July 23, 2022; revised August 1, 2022