

## **St. Thomas Episcopal Church - Parish Administrator Job Description**

The St. Thomas Parish Administrator duties include providing administrative support to the Rector and lay leadership, communication with the church community, bookkeeping, and coordinating the use and maintenance of church facility and grounds.

### **Responsibilities:**

- Direct support of Rector as needed
- Manage office and administrative tasks. Duties include:
  - Reception – answer calls and greet all parishioners and guests
  - Stock supplies - office, altar, narthex, janitorial
  - Coordinate church facility use with both inside and outside groups
  - Coordinate office volunteers
- Keep accurate financial records and coordinate with Treasurer. Duties include:
  - Count offerings
  - Create deposits
  - Record all income and expenses in Quickbooks
  - Create monthly Profit & Loss and Balance Sheet reports
  - Maintain Individual giving records in Quickbooks and Realm
  - Distribute annual giving reports
  - Pay bills
  - Payroll
  - Reconcile accounts monthly
  - Vendor contracts
  - Pastoral Assistance tracking
- Create church communications and publications. Duties include:
  - Weekly Bulletins
  - Lessons of the week
  - E-news
  - Maintain/update website
  - Maintain/update database
  - Maintain/update church calendar
  - Design and create seasonal/occasional printed and digital communications as needed
- Coordinate with Junior Warden to oversee repairs and maintenance of church facility and grounds. Duties include:
  - Schedule all lawfully required inspections
  - Schedule monthly pest control
  - Schedule seasonal lawn and grounds maintenance
  - Carillon programming
  - All other repairs and maintenance as required
- Attend meetings and trainings as required
- Keep strict confidentiality of all sensitive information

### **Times of Work**

Office hours: Monday – Friday 8:00am – 4:00pm

### **Compensation:**

Pay- \$18/hr Benefits: Health and Dental coverage, Retirement plan– Defined Contribution with 5% base and up to 4% match

**To Apply:** Please submit Resume with a minimum of three work references to [katie@stthomasspringdale.org](mailto:katie@stthomasspringdale.org)