

The following is a summary of the pay and benefits associated with the St. Mark's Episcopal Church Parish Administrator :

- Part-Time Position (32 hours per week)
- Position Reports to Rector
- Office Schedule (To be Determined by Rector)
- Hourly Rate of Pay: \$19 per hour, \$31,616 annually
- Benefits
  - Pension – Church contributes amount equal to 5% of annual pay to employee pension plan.
  - Life Insurance
  - Medical & Dental Insurance is Available at the Employees Expense
  - Paid Vacation (2 weeks), Holidays (Paid if Holiday Occurs on Regular Workday), and Personal Days

### **Parish Administrator Qualifications & Responsibilities**

1. 2-4 years of general clerical, administrative support experience in a business or church setting.
2. Secretarial Science/Administration, Accounting, Finance, Business, Financial Bookkeeping (2-year degree). Desired.
3. 2-4 years of direct accounting, finance, business, bookkeeping experience in a business or church environment
4. Demonstrated experience processing and submitting business or church staff payroll
5. Demonstrated proficiency in administrative skills including typing (60 wpm) and the ability to proficiently use Microsoft excel, and Microsoft office suite.
6. Demonstrated experience utilizing MS publisher to create documents, service orders for Sunday and special services.
7. Ability to update church webpage, application software, and
8. Ability to process, balance, and deposit church collections, funds, and revenues as required.
9. Experience in managing, administrating church accounts payables including invoice processing, preparation and accounting, generation of checks for accounts payables, and reconciliation of bank accounts.
10. Create reports, documents, as required.
11. Maintain and update all church records including baptisms, confirmations, births, deaths, etc.
12. Provide primary administrative support to Rector. Ability to manage Rector's correspondence, schedule, and effectively schedule meetings and create meeting notices via email.
13. Experience in utilizing ACS/ACS Realm Financial Accounting. Desired
14. Experience in entry, tracking (monthly and year to date financial performance) of budgets and through generation of monthly budget reports, and key performance indicators.
15. Ability to accurately close and balance church financials monthly and annually/year-end.
16. Experience in establishing accounting chart of accounts and the establishment of new charging/expense codes required by the church.
17. Ability to proficiently use Microsoft excel, and Microsoft office suite.

18. Excellent customer service skills including excellent written and oral (telephone answering) skills and demonstrated ability to form and manage effective working relationships with teammates and parishioners.
19. Ability to work closely with Parish Treasurer.