

St Giles Presbyterian Church

Position Title: Church Administrator/Bookkeeper

Responsibilities and Goals

The Church Administrator is accountable to the Finance and Maintenance Committee for providing administrative support for the congregation and the minister. This includes but is not limited to reception and office operations for the minister and congregation programmes; bookkeeping and support for the congregational treasurer; and coordinating support for building maintenance and rental operations.

Dimensions

The Church Administrator/Bookkeeper works 20 hours per week, Thursday & Friday 10am to 4pm, other days and times are flexible. No weekend working will be required. The salary range offered is \$19-26 depending on experience. A parking space is available behind the church

Specific Accountabilities

Front desk reception duties during office hours

Receiving, responding, guiding or forwarding any visitors, phone calls, phone messages, email and mail.

Office operations:

Maintaining the computer, filing system, mailing lists, and office supplies. Document production including Sunday bulletins, advertising and notices, event tickets, and the Annual Report. Assist the minister with the St Giles social media and website.

Bookkeeping

Prepare each week's deposit — donations and rental payments — enter the deposit into QuickBooks. Prepare and create payroll and provide yearly T4 and T4A slips. Log and pay any accounts payable. Provide monthly bank reconciliation and financial statements for the treasurer. Prepare the HST Refund twice a year. Work with the Treasurer on preparation of the Charity Information Return and the yearly insurance application.

Building Operations and Rentals

Liaise with the rental coordinator to schedule events and activities

Position Requirements

Ability and willingness to learn Donation and QuickBooks software. Gives attention to detail, sets high standards of accuracy and organization. Pleasant and open personality, ability to relate to church members, renters and visitors. Discretion in regard to confidential matters. Familiar with common computer software.

How to Apply

Please send your résumé to office@stgilesottawa.org or to St Giles, 181 First Avenue, Ottawa ON K1S 2G3