

Job Description

Office Co-ordinator/Receptionist/Bookkeeper

Part-time Position 24 hours / week

St Andrew's United Church

1000 Huckvale Place, Williams Lake, BC

The church office is staffed by an office co-ordinator who is accountable to the congregation of St. Andrew's United Church through the Ministry and Personnel committee. This person communicates with the minister and M & P committee on concerns and issue that arise.

Expectations and Duties

- Telephone reception
- Setting up appointment and being the Minister's administrative assistant when necessary and requested by the Minister.
- Typing weekly bulletins and sermons
- Typing of bulletins for funerals and special services
- Order and pick up church supplies
- Order bulletin covers and other materials from the national church
- Process incoming and outgoing mail
- Provide rental contracts, send invoices and provide keys to rental groups
- Compile worship packages for lay leaders
- Compile reading packages for the weekly Sunday scripture reader
- Compile/print a monthly schedule of events
- Post pertinent information and posters
- Put messages to church members in their files
- Liaison with office support staff and computer businesses to maintain office equipment as required
- Keep calendars (rental use, church activities, funerals, etc.) up to date
- Provide administrative assistance to board, committees and individuals on occasion.
- Maintain employment files and Criminal Record Checks
- Maintain church archives and membership role
- Phones and leaves reminders for Sunday volunteers (greeters, fellowship, readers, etc.)
- Liaison with Williams Lake Businesses to maintain the church property (snow plowing of parking lot, removal of garbage dumpster)
- Working with the treasurer on accounts receivable, payroll and bill payment. (including journal entries, fund allocation, payroll reconciliation, bank reconciliation)
- Receive submissions and compiles annual report in February.
- Do the year end accounting, including charitable report and GST rebate.
- Compile United Church statistics as requested.
- Update financial thermometers as required.
- As bookkeeper maintaining the accounts receivable and accounts payable
- As bookkeeper create and maintain a paper trail in financial books
- Creating and distributing month-end reports
- As bookkeeper enter deposits and creating and/or receiving invoices
- Maintain a filing and retrieval system

- Maintaining and keep a log of people with church keys.
- Assisting church visitors
- Other related duties

Skills required

- Good computer skills(Word, Excel, PowerPoint, Outlook, QuickBooks)
- Professional telephone manner and good communication skills (oral, written and email)
- Must be organized and able to work alone
- Quick Books knowledge or bookkeeping training.
- Willing to learn.
- Must be welcoming and able to multi-task

Remuneration and Benefits

- \$21/ hour, for 24 hours per week.(9am-3pm, Tu-Fr). Hours will be increased during busy times (year end) with extra hours banked and taken off at a later date.
- The Church will pay Worksafe BC. MSP will be paid after 3 months of employment, this is a taxable benefit. EI, CPP, and income tax will be deducted on behalf of the employee.
- Sick time is paid, after 3 months of employment at a rate of 24 hours per year (1 week/year).
- Vacation Pay: Two weeks per annum, following the 3 month probationary period, preferably taken in the summer months.
- Statutory holidays annually – (New Year’s Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving, Remembrance Day, Christmas and Boxing Day), when these days fall on a regular day off, there will be no compensation, when these days fall on work days – 6 hours of time off will occur.

Other items of note

This employee is responsible to the Church Board through the M & P committee.

The M & P committee will provide ongoing support, consultation and evaluation for this employee.

- There will be a three month probationary period with monthly “check-in” meetings. This probation period may be extended at the discretion of the M&P committee..
- Benefits (MSP, sick leave and vacation) are to be paid after the probation period.
- A current satisfactory Criminal Record Check is required.

Termination of Employment

Unless dismissed for cause, two weeks’ notice will be given for the termination of the employee in this position, by either the employee or the employer.

No termination pay beyond employment standards legislation will be given at the end of employment.

Signed this day, _____ **(date).**

Signed by:

M & P representative

Employee