

OFFICE ADMINISTRATOR

Position Title:	Office Administrator
Reports to:	Ministry & Personnel Committee
Hours	Permanent part time – 25 hours per week
Position Summary	➤ Responsible for conducting 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, assist with the facilitation of communication within the community of faith.
Areas of Responsibility and Associated Duties:	Administrative: ➤ Greet visitors to the church in a professional manner. ➤ Answer and screen all incoming calls, and take messages for appropriate individuals as needed. ➤ Respond to requests for information and mail correspondence. ➤ Maintain an orderly office and filing system. ➤ Serve as Recording Secretary for Monthly Council Meeting (evening), and Community of Faith meetings. ➤ Record and manage all building usage and rentals and keep up to date google calendar. ➤ Keep up-to-date lists of all current members of the Community of Faith. ➤ Prepare the Annual Report. ➤ Ensure all office supplies are ordered as needed. ➤ Update church website, as necessary. ➤ Create and compile content for weekly congregational email using Mailchimp. ➤ Create posters and social media images for church fundraisers and events. ➤ Ensure licensed service music is appropriately documented per licensing agreements. ➤ Assist the treasurer in preparing and submit annual statistical information to the United Church of Canada. ➤ Maintain key and security alarm list and assign keys and codes when necessary. ➤ Keep outdoor sign up to date with seasonal events and/or inspirational messages ➤ Additional duties as required. Accounting/Bookkeeping: ➤ Enter all invoices into computer accounting software. ➤ Prepare and co-sign all cheques with the Treasurer.

- Function as Envelope Secretary – record all monies from offerings and other contributions received in the accounting system and church database.
- Issue tax receipts.
- Ensure accuracy of semi-monthly payroll through ADP.
- Work collaboratively with the Treasurer and assist in the preparation of month-end and year-end financial statements.
- Make bank deposits monthly and as necessary.
- Prepare and issue invoices for outside groups using the church facilities.
- Ensure tellers have deposit books, deposit bags and teller sheets.
- Additional duties as required.

Worship Related:

- Prepare bulletins and slides (Easy Worship) for weekly services and for any special services and funerals.
- Prepare weekly PowerPoint prelude slides
- Provide weekly scripture readers with the information needed to perform their duties.
- Report music usage on One License website.
- Additional duties as required.

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, 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.

Qualifications and Experience:

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

Employment Support:

- Mount Royal United Church subscribes to a transparent and fair process for reporting complaints.
- Matter of concern should be submitted to the Ministry & Personnel 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: Five (5) hours per day, Monday to Friday. (days/hours open to negotiation)
- Four (4) weeks annual vacation
- Enrolment in the United Church ADP payroll system and associated pension and group insurance programs is compulsory.
- Must provide a Criminal Record check including vulnerable sector check.

Approved by Council February 28, 2023.

Approved by M & P Committee July 23, 2022.

Revised October 16, 2025.