



## ***Job Description:*** **Office Administrator/Bookkeeper**

Under the direction of the Lead Minister, the Office Administrator, Communications Specialist, & Bookkeeper manages church administration; prepares materials for worship services; interfaces with community user groups; performs financial bookkeeping responsibilities under the supervision of the church Treasurer; and has responsibility for the internal and external communications needs of Cloverdale United Church. This position is functionally responsible to the Lead Minister and administratively responsible to the governing body of the church through the Ministry & Personnel Committee.

### ***Duties:***

#### ***Administrative / Office Management:***

- Performs day-to-day administrative activities of the church, such as: receiving in-person visitors, answering and/or transmitting phone messages, responding to email where appropriate or forwarding to others to respond, processing mail, and handling church records and reports.
- Provides positive reception for all office visitors, callers, and guests
- Maintains the office and its supplies, and interfaces with volunteers regarding other supply needs around the church
- Manages the calendar of church rentals and facility usage, interfacing with congregants and outside user groups and, where applicable, submitting invoices for payment.
- Maintains and updates church records, including registries, phone listings, membership listings, and other databases
- Collects fees for functions such as weddings, funerals, monthly rent cheques, and other miscellaneous payments
- Assist with the occasional all-church postal mailing and Annual Report.

#### ***Bookkeeping:***

- Provides bookkeeping support to the church Treasurer, such as cheques for invoices, preparing monthly financial statements and bank reconciliations, and meeting invoice deadlines
- Maintains and updates payroll records and acts as the liaison with ADP (payroll company) for new employees or as otherwise required
- In collaboration with the Treasurer, prepares annual reports for the Canada Revenue Agency, City of Surrey, The United Church of Canada, etc.

#### ***Communications:***

- In collaboration with the Lead Minister, prepares weekly bulletins for worship services, along with other worship support aids as may be requested, such as PowerPoint or media presentations.

- Compiles, formats, and distributes the weekly church e-Newsletter.
- In collaboration with the Lead Minister and other church staff and/or lay leadership, manages the church website, oversees other social media channels, and creates social media content that helps spread our identity and message.
- Collaborates with local and regional media, as well as with wider church communicators, to place stories about Cloverdale United Church's ministries and events.
- Assists the Lead Minister and lay leaders in producing flyers, brochures, post-cards, special events, and other printed material as needed. Produces and places ads as required.
- Helps maintain and further develop a consistent graphic identity for Cloverdale United Church.
- Ensures that communications consistently reflect the identity of our church in appearance, tone, and message.

***Skills & Abilities:***

- Demonstrated ability to communicate effectively in both written and oral English
- Demonstrated abilities to interact cooperatively, professionally and effectively with a variety of individuals accessing the church office
- Attention to detail, consistency, and accuracy in a variety of domains
- Ability to set and maintain boundaries and expectations around timelines and workloads, while maintaining self-care
- Ability to honour appropriate and necessary confidentiality.
- Outstanding proficiency with Microsoft Office
- Proficiency with Gmail, Google Drive, and other G Suite / Google Workspace apps
- Understanding of core financial accounting concepts and processes
- Proficiency with Excel spreadsheets and a solid working knowledge of Simply Accounting or similar accounting software
- Strong knowledge of social media, especially Facebook and Instagram
- Skillfulness in graphic design
- Ability to learn, on one's own, new skills, processes, and technologies as needed
- Ability to speak, read, and/or write Korean would be an asset, but is not a requirement for the position
- Knowledge of the theology, worship, structures, and procedures of The United Church of Canada (or familiarity with the same from another mainline Protestant tradition [i.e., Anglican, Presbyterian, Lutheran, etc.]) would be a strong asset, but is not a prerequisite for hire

***Attributes:***

- *Intuition and self-direction:* Perceives others' needs and creatively seeks solutions, without direct instruction or pre-established processes. Adequately prioritizes competing demands on time and energy. Explores new projects and new learning needs with an attitude of playfulness and adventure.
- *Synergy and synthesis:* Creates cohesive and consistent output while working with inputs from a variety of parties in varying styles. Successfully translates the raw material of communications requests/needs into outputs that are effective, succinct, clear, compelling, and motivating.
- *Missional and faith identity support:* Demonstrates full support of the mission, values, and faith orientation of Cloverdale United Church as a welcoming, historic, and progressive Christian faith community in the mainline Protestant Reformed tradition. Unreservedly

supports the church's identity as an Intercultural community. Unreservedly supports the church's exploration of being an Affirming Ministry (i.e. LGBTQ+ inclusive and affirming), recognizing that openly LGBTQ+ persons are already present and visible among the staff, leadership, and congregation.

- *Interpersonal Skills:* Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Models and maintains healthy boundaries in all aspects of the faith community life and in all relationships within the community of faith. Engages people positively, with a demeanour of optimism and abundance.

*Revised 21 September 2021 (M.E.)*