

TOPSAIL UNITED CHURCH - OFFICE MANAGER

JOB DESCRIPTION

Responsible Directly to:

The Minister of Topsail United Church

Responsible for:

The work assigned by the Minister and the Official Board including:

- recording the weekly monies
- preparation of cheques for bill payment
- processing payroll as required;
- recording debits & credits & reconciling monthly statements
- Assisting Treasurer with preparation of regular financial reports for the Board
- record keeping
- receptionist duties
- filing
- preparing & printing the weekly bulletin
- updating the church calendar
- arranging rental of the church spaces

Specific Duties:

The person occupying this position will:

- process correspondence, reports, minutes, statistics and other such documents as assigned
- assist the Finance Committee in maintaining a complete and accurate accounting system, as directed
- keep the Membership Rolls up to date with information provided by the Minister or the Pastoral Care & Membership Committee
- forward all bills to the Treasurer for approval and pay them as instructed
- reconcile current account bank statements monthly and balance with accounting and then forward to the Treasurer
- receive and date all correspondence and channel it appropriately
- perform secretarial duties as directed by the Minister
- receive requests for baptisms, confirmation, weddings, and forward them to the Minister
- respond to requests from members of the public and the congregation
- purchase office supplies as necessary and in line with the prescribed Budget
- Other duties as may be assigned from time to time.
- Lead the transition of current accounting system to the new system called Power Church Software. Background with this software would be a definite asset.

CLOSING DATE - APPLICATIONS DUE FRIDAY, 28 AUGUST, BY END OF DAY.

Topsail United Church
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