

Office Manager

Parish Administrator & Bookkeeper

Duties: Parish Administrator

1. Manage day-to-day operations.
2. Have a working knowledge of all program areas of Iona-Hope Episcopal Church including Microsoft office 365.
3. Be a resource for program and event planning and Research/follow up events coming up in next month.
4. Prepare service bulletins.
5. Maintain current lists and schedules of people serving in these positions.
6. Handle bulk mailings to church membership, both via snail mail and the Internet.
7. Maintain adequate stock of office supplies, especially paper, computer cartridges, toner cartridges and order supplies for volunteer leadership.
8. Assist vestry and ministry areas in recruiting, supervising, training, and monitoring volunteer leaders for the ministry areas of the church.
9. Maintain the master schedule of events for the church including building, group events and staff availability.
10. Monitor volunteers and staff compliance with diocesan rules regarding background checks.
11. Participate in continuing education as coordinated with the Rector.
12. Provide other church related support as requested by the Rector.
13. Oversee and compile diocesan required reports and records.
14. Maintenance of parish records that are required by the Diocese of Southwest Florida.
15. Maintain the automated membership record keeping and update online database (OnRealm)

Duties: Bookkeeper

This position is responsible for ensuring the effective financial administration of the Parish including accounting and reporting functions.

Essential Job-Related Skills:

1. Accounting and double entry bookkeeping
2. Prepare income statements, pledge reports and balance sheets using ACS Technologies and ACS OnRealm
3. Must have the ability to use Microsoft Office Suite to prepare reports in Excel, letters and memos using Word, and email using Outlook.
4. Input weekly collection and pledge activity into online financial program (OnRealm and ACS Technologies)
5. Review and post invoices to correct expense accounts. Cut checks and record payments.
6. Calculate semi-monthly payroll and email information to Paychex. (most employees are salaried so no calculations necessary.)
7. Maintain and update the General Ledger, forecast cash needs and manage cash flow
8. Prepare monthly reports for use by parish committees including income/expense, cash flow and asset balance statements.
9. Work with Rector, Treasurer and Finance Committee to prepare the Annual Budget.
10. Interface with outside accounting firm to support the timely completion of the annual audit.
11. Handle donation and gift acknowledgements.

Office Manager & Bookkeeper is one position.

Tuesday – 5 hours. Wednesday 5 hours. Thursday 5 hours. Friday 3 hours. (18 hours per week)