This position is appointed by and accountable to the Rector. We are seeking someone on a permanent basis for approximately 15 hours per week to perform various administrative and light bookkeeping duties.

Duties and Responsibilities:
• Serve as first contact – in person, on the phone, and via email for parishioners and the public;
• Maintain parish calendar, online and/or electronic database records;
• Schedule rental space use, including preparing contracts with parish and community groups;
• Distribute the parish’s electronic and paper mail;
• Prepare worship bulletins, reports, and parish-wide mailings;
• Serves as contact for vendors and contractors for repairs, maintenance, and annual inspections;
• Order office, worship, and maintenance supplies;
• Process accounts payable, (invoices, requests for reimbursement) in a timely manner:
  • Post financing transactions to the church’s online general ledger accounts;
  • Record pledges during annual stewardship drives and special campaigns;
• Serve supportively both volunteers and paid staff members;
• Other duties as assigned

Qualifications:
• Strong interpersonal skills in dealing with staff, parishioners, and vendors;
• Attention to detail to ensure accuracy in financial transactions;
• Expertise with email, word processing (MS Word), Excel, and Google workspace;
• Experience with Realm or QuickBooks accounting software is desired

Hourly Wage is $21.00

Email Your Resume and Cover Letter to Christine Parker Hunt, Sr. Warden, at chrisparkerhunt208@gmail.com by August 5th.