

## **Job Description**

### **Office Co-ordinator/Receptionist/Bookkeeper**

**Part-time Position 24 hours / week**  
**St Andrew's United Church**  
**1000 Huckvale Place, Williams Lake, BC**

The church office is staffed by an office co-ordinator who is accountable to the congregation of St. Andrew's United Church through the Ministry and Personnel committee. This person communicates with the minister and M & P committee on concerns and issue that arise.

### **Responsibilities and Tasks**

#### **Office Co-ordinator**

- Provide administrative support to the minister.
- Type bulletins for weekly services, weddings and funerals.
- Order and pick up church supplies.
- Order bulletin covers and other materials from the National Church (as required).
- Provide rental contracts, send invoices and provide keys to rental groups.
- Compile worship packages for lay leaders.
- Compile reading packages for the weekly Sunday scripture reader.
- Liaise with businesses to maintain office equipment as required.
- Keep calendars (rental use, church activities, funerals, etc.) up to date.
- Provide administrative assistance to the Board, committees and individuals as required.
- Maintain employment files.
- Maintain church archives and membership roles as directed by the Board.
- Liaise with Williams Lake businesses to maintain the church property.
- Compile appropriate sections of the annual report.
- Compile United Church statistics as required.
- Maintain a filing and retrieval system.
- Maintaining a log of people with church keys.
- Typing agenda and minutes for Board meeting as required.
- Other related duties.

#### **Receptionist**

- Telephone reception.
- Collect from mail boxes and process incoming and outgoing mail.
- Post pertinent information and posters.
- Put messages to church members in their files.
- Welcome and assist church visitors.
- Other related duties.

#### **Bookkeeper**

- Work with the treasurer on accounts receivable, payroll and bill payment. (including journal entries, fund allocation, payroll reconciliation, bank reconciliation).

- Create and maintain a paper trail in financial books.
- Maintain the accounts receivable and accounts payable.
- Receive submissions and compile annual report.
- Do the year end accounting, preparing and submitting the charitable report (T3010) and semi-annual GST rebate.
- Update financial thermometers as required.
- Create and distribute month-end reports as required.
- Create invoices for rentals etc. as required.
- Other related duties

### **Skills required**

- Competence in Quickbooks and ADP payroll system.
- Competence in Microsoft office (Word, Excel, PowerPoint, Outlook).
- Professional telephone manner and good communication skills (listening, oral, written and email).
- Must be organized and able to work independently.
- Willingness to learn.
- Must be welcoming and able to multi-task.

### **Remuneration and Benefits**

- \$22.32/ hour, for 24 hours per week.(9am-3pm, Tu-Fr). Hours will be increased during busy times (year end) with extra hours banked and taken off at a later date.
- The Church will pay Worksafe BC.
- EI, CPP, and income tax will be deducted on behalf of the employee.
- Sick time is paid, after 3 months of employment at a rate of 24 hours per year (1 week/year).
- Vacation Pay: Two weeks per annum, following the 3 month probationary period, preferably taken in the summer months.
- 13 Statutory holidays annually - New Year's Day, Wrestling Day, Family Day, Good Friday, Victoria Day, Canada Day, BC Day, Labour Day, Reconciliation Day, Thanksgiving, Remembrance Day, Christmas and Boxing Day. When these days fall on a regular day off, they can be scheduled in on another day in the month in which they occur.
- The Church will pay benefits after 3 months of employment, these are taxable benefits.
- This position includes enrolment in the pension and benefits plan of the United Church of Canada. The benefits portion is entirely employer paid; the pension plan requires contribution by both the employer and the employee.
- The church adheres to all public health protocols mandated by the province of British Columbia and by the United Church of Canada.

### **Other items of note**

This employee is responsible to the Board through the Ministry and Personnel Committee. The M&P committee will provide ongoing support, consultation and evaluation for this employee.

- There will be a (3) three month probationary period with monthly "check-in" meetings. This probation period may be extended at the discretion of the M&P committee..

- Benefits (sick leave and vacation) are to be paid after the probation period.
- An appropriate Criminal Record Check is required.
- A resume should include three references.

### **Termination of Employment**

Unless dismissed for cause, two weeks' notice will be given for the termination of the employee in this position, by either the employee or the employer.

No termination pay beyond employment standards legislation will be given at the end of employment.