

St. Philip's Episcopal Church
5400 Old Canton Road
Jackson, Mississippi 39211

Job Description

POSITION:	Parish Administrator/Bookkeeper	INCUMBENT:
DIVISION:	Administration	DATE: Lisa Estes-Dorrell, 2003 October
LOCATION:	St. Philip's Episcopal Church	

Approval Signature:

Rector

RESPONSIBILITIES:

This position oversees the daily operation of the church in an administrative capacity

JOB MAGNITUDE (Annualized):

Salary:	\$34,995.28
Total Budget:	\$46,832.00
Department Staff:	
Department Budget:	\$24,765.00

ORGANIZATIONAL STRUCTURE:

The Parish Administrator reports directly to the Rector.

CONTRACTUAL OBLIGATION:

- **Administrative:**
 1. Set up and maintain parish website, and E-news weekly
 2. Prepare and print weekly Orders of Service, Prayers of the People, Readings(wedding and funeral programs, when required)
 3. Collect and prepare articles for the monthly newsletter – bulk mailed by last week of month
 4. Notify various support groups and parishioners of upcoming events
 5. Filing - Typing
 1. Canonical Register record keeping (*paper documents*) membership, transfers, etc.
 2. Input and maintain records for yearly Parochial Report (*submitted online & to DOM*)
 3. Maintain membership demographics in ACS database
 4. Upload ACS database to ACCESS ACS weekly after posting contributions or any changes to member status
 5. Schedule Ministry Servants
 6. Send acknowledgements of memorial gifts, bricks, etc.
 7. Perform weekly back-up of computer database
 8. Type Baptism and Confirmation certificates
 9. Report Baptisms, Confirmations, Reaffirmations and Deaths to the diocese office
 10. Serve as purchasing agent for parish - order supplies
 15. Review and distribute mail
 11. Coordinate/schedule use of church facilities
 12. Notify Rector and Pastoral Care Commission of parishioner needs
 13. Schedule office equipment maintenance
 14. Inform appropriate guilds of upcoming events
 15. Responsible for church keys – disbursed for events
 16. Inform Sexton of meetings/receptions/events, etc. (*set-up, clean-up*)
 17. Alert church insurance company of any property damage
 18. Maintain records for parish columbarium

19. Prepare annual parish report, publish Vestry nominee biography for annual parish meeting, held in January
 20. Give notice to Flower Guild of donations made for Sunday Altar Flowers
 21. Prepare Job Descriptions, Develop and/or maintain a Policy & Procedure Manual
 22. Maintain documents of Personnel Records (tax forms, I9, background check)
 23. Schedule and implement major maintenance and/or capital improvements
 24. Manage Parish Sexton and Office Volunteers
 25. Contact Vendors, obtain three (3) quotes on building repairs; organize the work of those responsible for repair, improvement, and maintenance of the parish
 26. Schedule Annual Parish Weekend and Vestry Retreats
 27. Monitor and protect all tangible assets of the parish through needed security measures and comprehensive insurance coverage
 28. Provide centralized support for all parish functions
 29. Liaison for the Diocese of Mississippi
- **Bookkeeping:**
 1. Responsible for Administrative Budget
 2. Exercise budgetary control of all church funds through sound procedures of accounting and auditing including close supervision of receipts and disbursements
 3. Post and print checks - Accounts Payable, including 941 Payroll Tax & State Tax – file online
 4. Post Contributions
 5. Sent quarterly statements via email through Constant Contact
 6. Print and mail yearly contribution statements
 7. Post and/or enter G/L deposits and Journal Entries
 8. Review Monthly Posting Journal – support group rent, posting errors, etc.
 9. Process Payroll on the 15th and 30th/31st of each month, (*Treasurer will sign checks*)
 10. Purchase stamps quarterly for mailing
 11. Process paperwork for annual council reservations, etc.
 12. Oversee the preparation of annual budget requests – present to Finance Committee
 13. Serve as resource person and assist Stewardship Committee
 14. Process Monthly Financial Report for Vestry meetings
 15. Process, print and close Year End
 16. File all Year End Reports, W2, 1099 Misc. 941 Tax, Personnel Reports
 17. Set up new year
 18. Post new budget /ACS – after approved by Finance Committee and Vestry
 19. Request appropriate reports from Trustmark – Mortgage Loan disbursement
 20. Assist Auditor
 21. Balance Rector's Discretionary Fund – monthly
 22. Balance Deacon's Discretionary Fund - monthly
 23. Reconcile Operating/Checking Account Statement-Brokerage & Investment Income
 24. Post and print reports on Honduras Medical Mission contributions/print & mail statements

COMPENSATION PACKAGE:

Two (2) weeks paid vacation, Three (3) weeks after three years; *maximum* four (4) weeks after five years of service.

Six (6) paid holidays per year/rollover

One (1) week paid sick leave/family days per year/rollover

Vested after one (1) year of service

QUALIFICATIONS:

- Minimum two-year degree – Secretarial/Accounting/Management
- Six to ten years' experience in administrative support
- Five to ten years accounting practices – including: Payroll, Accounts Payable, General Ledger, Tax Filing
- Computer/Database Systems (demographic/accounting)

- Social Media/Website experience in management and programing
- Office Equipment – copy machine, printers, adding machine, postage meter, etc.
- Compassion, sensitivity, and ability to respect confidentiality

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