

## Church Administrator

### Edgebrook Community Church

6736 N Loleta Ave

Chicago, IL 60646

#### Scope:

Perform clerical and administrative functions such as assisting with weekly bulletin, making weekly bank deposits, scheduling appointments with vendors, organizing and maintaining paper and electronic files, and maintaining the overall Church calendar for various events and meetings.

#### General Tasks:

1. Bookkeeping on QuickBooks Online:
  - a. Record and track donor pledges, all other gifts; issue quarterly and annual statements
  - b. Payroll, quarterly payroll taxes, W2s, 1099s, etc., as advised by CPA
  - c. Manage budgeted investment transfers
  - d. Arrange monthly reconciliation with CPA
  - e. Deposit Sunday collection and any funds received.
  - f. Manage all payables and receivables.
2. Set up and maintain electronic filing system for records, meeting minutes, timecards, correspondence, and other materials.
3. Manage projects for Pastor and church leaders as needed.
4. Mail/email letters, Mail Chimp newsletters, weekly announcements, and other information.
5. Maintain inventory of office and greeting supplies by checking stock, anticipating needed supplies, placing orders, and verifying receipt of supplies.
6. Schedule meetings and events, maintain Google calendar.
7. Schedule and confirm appointments as directed with vendors and repairs.
8. Compile (as needed), proofread and print weekly worship bulletin.
9. Maintain church records/statistics, prepare annual UCC report.
10. General reception duties: phone, voicemail, email, distribute incoming mail, receive packages etc.
11. Learn to operate and implement new office technologies to simplify and streamline tasks.
12. Other duties as assigned: water plants

#### Hours:

The administrative assistant will need to be on-site for 20-24 hours per week. These can be flexible hours as long as they are communicated with other Church staff and leaders.

#### Compensation:

Administrative Assistant will be paid a salary at the current (2022) rate of \$18,000 annually (\$1,500 monthly). Compensation will be delivered on a semi-monthly basis (normally 1<sup>st</sup> and 15<sup>th</sup> of the month).

Normal federal and state tax deductions will be withheld and remitted. W-2 statement will be provided at year end for tax purposes.

Benefits include 2 weeks annual paid leave to be arranged with direct supervisor.

**Supervision:**

The Administrative Assistant reports directly to Pastor as part of the Church Staff. Annual reviews will take place following one complete year in the position. Reviews will be performed by the Church Council Personnel Committee with input directly from the Pastor. Decisions regarding results of this review will be made as recommendations to the Church Council, and ultimately, the Congregation of Edgebrook Community Church.

**To Apply:**

Please forward inquiries/application/resume to Barbara Simonson, President, Church Council at [bns1948@yahoo.com](mailto:bns1948@yahoo.com).