



# *Epiphany Lutheran Church*

*200 Dalhousie Drive*

*Winnipeg, Manitoba*

VACANT POSITION: Office Administrator; 30 hours per week

Persons interested in this position please email your resume and letter of interest to [admin@epiphanychurch.ca](mailto:admin@epiphanychurch.ca). before November 10, 2022.

The person filling this position must demonstrate a high level of trust and the ability to protect the reputation and the integrity of others through strict confidentiality. The wisdom to refrain from indiscriminately sharing information is critical. Additionally, the willingness to learn new skills, work as a team player, and overall dependability/accessibility are very important.

DEFINITION: Oversees the administration of the church office, including: support for the Pastor, the church council and committees of the church, financial administration, and coordinator of building partners.

DUTIES:

- Preparation/publication of worship bulletins and resources
- Track worship service attendance
- Worship volunteer coordination – distribute schedules as prepared by worship volunteer coordinator
- Keep regular office hours; greet visitors to the church
- Answer telephone; check mail, email
- Communication and Correspondence: Upkeep of church calendar, event scheduling, bulletin boards, church e-mail, church website, and social media; compose letters when requested and ensure all correspondence is distributed in a timely manner.
- Maintain Church records
- Prepare and compile Annual Report for congregational meetings
- Maintain office equipment
- Prepare certificates for baptism, confirmation, sponsorship
- Send minutes/correspondence through e-mail
- Order office supplies
- Keep literature and software subscriptions up to date.
- Income receipts (Offering, miscellaneous)
- Disbursements and journal entries (Payroll, Pension & Benefits, Benevolence, CRA, Invoices and expenses)
- Bank account reconciliation (monthly)
- Financial Record Keeping and Administration
- Collaborate with church treasurer ensuring financial records are maintained in an effective, current and accurate manner

**MINIMUM QUALIFICATIONS:**

- Clerical, communications, computer and organizational skills
- Proficiency with Microsoft Office and Google Workplace is essential
- A caring attitude, excellent people skills and high integrity
- Be accessible, responsible and flexible to handle the changing needs of the church
- Effective verbal, writing, editorial and publishing skills, with a high degree of accuracy
- Ability to work with current software, social media, web-based platforms, and willingness to learn new programs
- Must have a good understanding of bookkeeping/accounting functions and procedures and be familiar with computer accounting software programs
- Must be familiar with payroll set-up and functions, including related remittance requirements
- Must be available to issue cheques for disbursements on a timely basis, including salaries, invoices, regular monthly/quarterly/semi-annual remittances and expense reimbursement requests.

**POSITION RELATIONSHIPS:** The Office Administrator works under the supervision of the Pastor and works closely with the Treasurer, and other members of church council, committees and building users.

**TIME COMMITMENT:** This position is 30 hours a week including posted office hours.

**COMPENSATION:** This position is paid on a salary basis and includes 2 weeks of paid vacation time and benefits through the ELCIC Group Services Inc plan.

**EVALUATIONS:** Newly hired individuals will be under a 3-month probationary period. This is a permanent position with evaluations expected at the end of 90 days and annually thereafter.