

Position Description

Title:	Office Administrator
Job Type:	Administrative/bookkeeping/Human Resources
Reports to:	Lead Pastor
Classification:	Full-Time (37.5 hours weekly)
Wage:	\$30,000 - \$35,000
Start Date:	Late April – Early May 2020

~All Employees must support the Vision and Values of Kingston Gospel Temple~

Position Summary

The Office Administrator is primarily responsible for providing, overseeing, managing and facilitating all clerical, bookkeeping and human resource activities associated with the efficient running of the office environment at Kingston Gospel Temple. This includes acting as the first point of contact with all individuals entering the church office and involves an initial level of spiritual care. The position also provides administrative support to the Lead & Associate Pastors. In caring for KGT, it would be of benefit and desirable to be engaged and involved in the life of the church.

Qualifications

- Must be able to provide a clear CPIC and/or vulnerable sector check
- 2 year diploma in Office Administration/Accounting an asset
- 2 years accounting/bookkeeping experience including use of accounting software
- 2 years office administration experience
- Ability to maintain strict confidentiality, at all times, associated with all duties in a secure and sensitive environment
- Ability to maintain a high level of accuracy in preparing, entering and analyzing financial information
- Superior interpersonal and communication skills
- Able to work successfully in a multi-positional team environment
- Ability to be flexible, set priorities and work effectively in a high demand/volume environment
- High aptitude for learning and good problem-solving skills
- Ability to maintain an effective working relationship with the Church Treasurer, Bank Manager and all affiliated staff
- Ability to work independently with minimal supervision
- Carry out other duties as delegated by the Lead Pastor
- Proficient in Microsoft Office software, especially, Word, Publisher, Excel and Powerpoint

Continued on reverse

Key Duties

- Administrative support to Lead & Associate Pastors
- Reception
- Calculation & payment of invoices
- Cash flow management
- Record donations and issue annual receipting
- Human Resources
- Recording and submission of payroll to an external payroll provider
- Benefits administrator
- Key contact for all government required forms & submissions (ie. payroll remittance, HST remittance, appropriate forms for the pastors, corporation documents)
- Create, edit and initiate correspondence, reports, memos, bulletins and other communications as required
- Facility rental management
- Effectively support event coordination & facility rentals logistics and organizational needs.
- Facilitate and assist ministry leaders and volunteers
- Keep group calendar up to date
- Maintain membership list & processes
- Prepare needed materials for the Annual General Meeting
- Assist the auditor in whatever is needed for the annual audit
- Prepare weekly bulletin, maintain social media, minor website updates
- Carry out other duties as delegated by the Lead Pastor

Resumes may be submitted digitally to Rev. Phillip Carroll at pastorphil@kgtchurch.org

Deadline for submissions: Monday March 30, 2020