

## Church of the Transfiguration

### Palos Park, Illinois

#### **General Description**

The Parish Administrator works closely with the Rector to manage the business of the parish, including the areas of finance and accounting, risk management, human resources, building and grounds management, staff and volunteer management, planning and communications. This is a full-time, salaried position. Salary commensurate with experience.

To apply, send a resume and a cover letter detailing your interpersonal communication strengths and experience to [rector@transfigpalos.org](mailto:rector@transfigpalos.org) .

#### **Responsibilities**

- General office work (answering phones, retrieving voicemails, greeting parishioners, ordering office supplies)
- Book meetings and schedule events
- Maintain internal databases
- Keep employee records (physical and digital)
- Submit and maintain payroll records in conjunction with payroll service
- Maintain a filing system for data on customers and external partners
- Distribute incoming and outgoing mail
- Format and print service bulletins weekly
- Pay bills, maintain journal entries, balance bank statements
- Produce monthly financial reports for Rector, Treasurer, and Vestry
- Update office policies and ensure compliance with them
- Schedule service calls
- Attend monthly Vestry meetings and Annual Parish Meeting as Clerk

#### **Essential Skills**

- Strong written, verbal and interpersonal communication skills
- Ability to organize and manage multiple, disparate projects simultaneously
- Leadership ability and flexibility
- Pastoral interpersonal style with honesty, integrity and confidentiality
- Ability to consistently meet ongoing weekly time deadlines and handle pressures of seasonal increased in work load
- Knowledge of general financial accounting and controls
- Ability to work with people of diverse personalities and opinions
- Working knowledge of computers and office equipment and related software applications for database, financial, communications and related management functions
- Experience with desk-top publishing using MS Word or Publisher
- Experience with Quickbooks

### **Qualifications**

- Minimum 3 years of office experience
- Experience in a church or other ministry setting is preferred
- Minimum of Associate's degree or experience in management is preferred.