

Parish Administrator & Bookkeeper

All Saints Anglican Church in Cochrane is seeking a part-time Office Administrator/Bookkeeper

Job Overview:

All Saints is a bustling church with a dynamic staff looking for someone with excellent organizational skills, bookkeeping experience, and proficiency with technology, in addition to being a warm and caring person.

The Administrator will coordinate and execute the operations of the parish office and will provide communication and administrative support to the clergy and leaders of the Parish. Under the guidance of the Treasurer, the Administrator will keep financial information accurate and up to date.

This is a part-time, in-person, hourly position; wage to be commensurate with experience.

Responsibilities and Duties:

Office Admin

- Internal and External communications (newsletters, social media, marketing)
- Managing calendars and rentals
- Maintain communication lists
- Maintain files
- First point of contact with community
- General admin support to staff and volunteers
- Purchase office supplies and seasonal resources
- Liaise with maintenance and repair contractors

Bookkeeper

- Create invoices/payment receipts; process payments
- Pay vendor invoices
- Enter transactions and deposits in QuickBooks

Qualifications:

- Proficiency in Microsoft Office (Windows, Word, Excel, Outlook, SharePoint) and G-Suite
- Excellent interpersonal and organizational skills
- A commitment to confidentiality of personal information of the congregation and staff
- Proficiency in QuickBooks

Applications can be sent to Rev. Brandon Witwer at incumbent@allsaintscochrane.org

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