

# PARISH SECRETARY

## ST AIDAN'S EPISCOPAL CHURCH

1318 SR 532, CAMANO ISLAND, WA 98282;

PO BOX 145, STANWOOD, WA 98292

ST AidanCamanoIsland.org | office@staidansci.org

### OVERVIEW

The role of the Parish Secretary is to provide administrative support to the Vicar. The position is a combination of secretarial, administrative, and reception work, which includes (but not limited to) bookkeeping, check writing, email communication, document creation, and file management.

### HOURS

Fourteen to Sixteen (14-16) hours per week, balanced over three days (M-W or T-Th).

### COMPENSATION

Pay is competitive and commensurate with experience.

### HIRING REQUIREMENTS

- Credit Check
- Criminal Background Check
- Safeguarding God's People Abuse Prevention

### PRIMARY ADMINISTRATIVE DUTIES

- Create atmosphere which is friendly, cooperative and organized
- Check phone messages, maintain and respond to office email
- Create Sunday bulletins accurately and attractively, as well as bulletins for all additional services (Easter, Holy Week, etc.)
- Coordinate printing and folding of all bulletins.
- Maintain file systems and check out logs
- Maintain membership database
- Create mailing labels for the Torch newsletter
- Maintain office equipment and supplies and restock as needed
- Send reminders for various committee meetings as required
- Communicate with AA and other outside groups using our facilities about scheduling, room changes, and rent payments
- Prepare and oversee items for bulk mailing
- Provide assistance in preparing brochures for special events
- Copying projects as needed or requested
- Other duties assigned by the Vicar relating to office admin

### BOOKKEEPING DUTIES

- Submit payroll to ADP
- Submit quarterly L & I payments
- Work with Vicar to prepare Parochial and NDI reports
- Oversee work of the Pledge Recorder to confirm accurate recording of income
- Process Check Requisition Forms and issue checks from Quick Books accounting software
- Be responsible for providing invoices and paying bills
- Maintain the General Ledger, reconcile bank statements, and make necessary journal entries
- Prepare financial reports for the Treasurer, Vicar, and Executive Committee
- Complete an office admin budget proposal annually

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### SKILLS AND ABILITIES

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- Ability to be welcoming and helpful to visitors and members
- Ability to accurately produce documents
- Ability to be organized, prioritize, work independently
- Ability to field interruptions without being thrown off task
- Ability to maintain confidentiality
- Ability to lift 30 pounds when receiving and stacking bulk paper
- Computer proficiency in MS Word, Office, and Publisher; proficiency with Quick Books accounting software preferred.