

PARISH ADMINISTRATOR POSITION DESCRIPTION

INTRODUCTION: This position is located at the Cathedral Church of St. Mark, Salt Lake City, UT. The incumbent serves as the administrator of the daily operations of the Cathedral under the supervision of the Dean.

PRINCIPAL DUTIES AND RESPONSIBILITIES: As administrator is responsible for answering all phone and e-mail requests from the public in a prompt and courteous manner. These tasks require extensive knowledge of all activities scheduled at the Cathedral.

Administrator is responsible for the supervision and training of a team of volunteers who maintain the receptionist desk. Will coordinate document scanning with the volunteers to ensure the proper storage of financial statements, permanent correspondence, and Collection Tracking Logs on the server.

Administrator will maintain the shared "Internal" Google Calendar to provide the volunteers with a monthly print-out of the events to facilitate updating of the dry erase board calendar. This calendar is of utmost importance for all scheduling of Cathedral activities.

Will provide administrative support to clergy and vestry for all regularly scheduled services, funerals or other events.

Organizes and communicates meeting and event information to the vestry and committee chairmen. This requires in-depth knowledge of all scheduled activities at the Cathedral.

Incumbent maintains a familiarity with all functions of the building and communicates with the Junior Warden on all building related needs. Schedules routine maintenance and service calls with contracted third parties. Schedules routine inspections with contracted third parties.

Supervises the part time Sexton. Communicates the needs related to all events, service setup needs, and maintenance issues as needed.

Is responsible for ordering office and printer supplies and assists the Dean with ordering other items as needed for the Cathedral and Hildegard's Food Pantry.

Is responsible for assembling special and annual reports for the Cathedral. Also prepares materials and logistics for the Cathedral's Annual Meeting.

Is responsible for assembling the annual financial review reports to the Diocese and any financial audits that need to be done.

Prepares the Letters of Transfer for cathedral members who are transferring in and out of the parish. Maintains the parish membership system and updates the roster as changes occur i.e. changes of address, confirmation date.

Is responsible for all correspondence for building rentals inquiries i.e. wedding rentals, recording sessions, etc. Handles all contract correspondence and fees associated with the

rentals. Provides staff coordination for the events.

Is responsible for preparing pledge campaign mailing labels and lists of parishioners using Realm. Provides other pledge campaign support that is necessary.

Helps organize monthly staff meetings i.e. communicates with staff on dates/times of meetings.

Is responsible for setting up IT support, phone support, etc when needed.

BOOKKEEPING AND FINANCIAL RESPONSIBILITIES:

Is responsible for **recording** the Sunday pledge and plate collections and any other contributions received during the week to the Realm Membership System. Miscellaneous income, including but not limited to, rental income, royalties, and "pass-through" is recorded into Realm also. **Records** the Sunday pledge and special collection information from the Collection Tracking Log in the Realm Membership System.

Pays all invoices for the Cathedral and Hildegard's Food Pantry in a timely manner using Church Windows; completes an ACH authorization form for ACH payments; initiates ACH payments based on due date schedule. Records invoices received in Church Windows then scans and stores an electronic copy on the server.

Prepares all treasury reports including the annual property tax exemption renewal.

Communicates with the Cathedral Treasurer on a regular basis regarding available **balances** in the operating checking account to manage cash flow and prevent overdrawing the account. Reconciles bank **accounts on a monthly basis** providing the Treasurer with reconciliations for his or her review prior to the next month's Vestry Meeting. Also reconciles investment accounts on a quarterly basis providing the Treasurer with results for his or her review prior to the next month's Vestry Meeting. Prepares year end financial statements including a fund balance statement for the Annual Meeting. Assists the Treasurer with financial report for the Annual Meeting.

Prepares and runs semimonthly payroll using Gusto for the pay periods ending the 15th and last day of each month. Will **safeguard the Cathedral assets** by following financial internal control and building security guidelines.

Prepares and mails out quarterly giving statements for Parishioners using Realm.

Answers all inquiries from Parishioners on giving statements, invoicing, rental fees.

SUPERVISORY CONTROLS:

The Parish Administrator works under the general supervision of the Dean of the Cathedral. When the incumbent is fully trained, he or she will work independently to accomplish all duties assigned to this position. Detailed instructions and closer supervision will be available when new procedures and programs are initiated; or when complicated situations arise.

OTHER SIGNIFICANT FACTORS:

The incumbent of this position must maintain confidentiality of all Cathedral matters and must exercise discretion in dealings to avoid embarrassment to the clergy or parishioners.

COMPENSATION:

Pay: \$30.00 per hour

Schedule & Hours: full-time, 32 hours a week (Monday-Thursday)

Benefits: Paid time off & Benefits Available.

If interested in this role, please submit your resume to admin@stmarksutah.org with the subject line Parish Administrator.