

Church Administrator | Byron United Church

Job details

Hours/Salary: 35 hours per week, \$22 to \$25 per hour

Location: 420 Boler Road, London, ON

Job type: Full-time

Benefits: Comprehensive Benefits plus Defined Pension Plan

About the role

Provides accounting, clerical and administrative support for the ministerial and operational staff, Element leaders, and group leaders in order to promote and enhance the various programs of Byron United Church while maintaining professional standards of confidentiality.

Responsibilities

Financial

- All bookkeeping functions including donations and payroll
- Preparation of all internal financial reports and year end documents for accountant
- Preparation and filing of the CRA returns and documents

Administrative

- Maintains a master calendar of all church functions and coordinates with staff
- Manages all rental groups
- Maintains official church records (membership, baptisms, funerals, etc.)
- Acts as a resource person for church teams and leadership
- Prepares annual reports for the congregation, the Regional Council and the United Church of Canada
- Liaison between outside organizations and church teams

General

- Receptionist duties (welcoming visitors, answering emails and phone calls)
- Preparation of church media and the sanctuary for gatherings as required
- Supervises office volunteers
- Completes other tasks as directed by the Senior Pastor

Candidate requirements

- 2 years bookkeeping experience mandatory
- Detail oriented individual with ability to multitask
- Comfortable with Microsoft Office Suite (Word, Excel, Outlook)
- Displays strong verbal and written communication skills
- Works well with others as part of the ministry team

Contact us to apply

Byron United Church prides itself on being a family. This is reflected through the work environment, the benefits program and the defined benefit pension plan that are provided.

If you qualify, we encourage you to submit your resume to byronuc@rogers.com by May 9, 2025.

Employment is conditional on a clear police record check.