

Christ Church Episcopal Parish
184 Cross Highway, Redding, CT
www.christchurchredding.org

PART-TIME PARISH ADMINISTRATOR & BOOKKEEPER

Summary of Position

Christ Church Parish, an open and inclusive faith community in Redding, CT, is actively seeking a part-time Parish Administrator & Bookkeeper. This position provides administrative support to the Priest in Charge, Vestry, and parish committee chairpersons, serves as church receptionist, handles the day-to-day financial management of the parish, and coordinates the operations of the church office.

The Parish Administrator is a resource person for church members and non-members, and a welcoming and responsive presence in our church's office. Kindness and compassion, care with confidentiality, and the ability to handle sensitive information and situations with good judgement and discretion, are integral to the position.

Administrative Responsibilities Include:

- ◆ Responding to the needs of visitors, parishioners, and suppliers, in person and on the phone, with compassion and sensitivity
- ◆ Preparation of service bulletins, parish directories, and parish reports
- ◆ Management of office phone, mail, and email systems
- ◆ Preparation of the weekly email newsletter, and weekly website updates
- ◆ Coordination of the use of church facilities

Bookkeeping Responsibilities Include:

- ◆ Processing pledges, donations, deposits, bills, payroll, taxes, church pension, mailings, filing, ledgers, and other church business
- ◆ Generating monthly financial reports, bank reconciliations, and other financial and diocesan reports
- ◆ Consultation with the Priest in Charge, Treasurer, chair of Finance Committee, and chair of Stewardship Committee, to help execute the financial administration of the parish

Qualifications:

- ◆ Certificate or Bachelor's degree in accounting, or comparable bookkeeping experience
- ◆ 3-5 years of office administration, operations, or similar position experience
- ◆ Excellent English verbal and written communication skills; bilingual a plus
- ◆ Ability to work independently and track short, medium, and long-term tasks
- ◆ Strong working knowledge of standard software, including G-suite, Microsoft Word, PowerPoint, and Excel
- ◆ Familiarity with Church Windows, MailChimp, Canva, and standard social media platforms a plus
- ◆ US work authorization required
- ◆ The ideal candidate is friendly, dependable, punctual, accurate, attentive to detail, flexible, comfortable with complexity, and able to work well both independently and collaboratively.

Hours & Compensation:

This is an on-site, part-time position of approximately 16-20 hours per week. The schedule is somewhat flexible, but work hours must take place in the office during standard business hours. Compensation is \$25 per hour, with 10 days paid vacation, plus paid holidays (when they fall on a regular work day). This position reports directly to the Priest in Charge.

Applicants may send a resume, with attached cover letter, to The Rev. Emilie Finn, Priest in Charge, at clergy@christchurchredding.org.