

Kamloops United Church

OFFICE COORDINATOR POSITION GUIDE

Responsibility and Accountability: Kamloops United Administrative Manager

Hours: Part Time, 36 hours/week as scheduled by the Administrative Manager.
Some Sunday work is expected

Compensation: \$20.00 per hour to be paid on the 25th of each month.

Benefits: Include all statutory holidays, CPP, WCB, medical and dental plan, group insurance and Pension Plan as dictated by the United Church of Canada benefits plan.

Vacation: Two (2) weeks annual paid Vacation Leave after one year of service; three (3) weeks annual vacation following five (5) years of service. Prior to a full year of service, vacation may be granted, prorated based on hours worked, upon request to and approval of the Ministry and Personnel Committee.

JOB STATEMENT

This position provides office reception, bookkeeping and clerical support to the administration of Kamloops United under the direction of the Administrative Manager.

The individual in this position is the voice and face of Kamloops United for those who contact the church by telephone, e-mail or in person. The individual provides appropriate information when requested, assists as much as possible and recognizes that all who enter the church and office are to experience a welcoming and inclusive church.

OFFICE COORDINATOR:

Clerical Functions:

- Preparation of letters and notices as requested by Administrative Manager, Lead Minister and/or Treasurer.
- Provides front line reception and telephone reception as required.
- Books and records building space requests.
- Prepares advertising and disbursement plans.
- Assists with congregational social media.
- Prepares weekly church bulletin and newsletter.
- Responsible for preparing communication to all church ministry groups and the congregation.
- Maintains congregational database and membership records.
- Updates all licencing bodies such as SOCAN and One Licence.
- Occasional security duties and light cleaning when needed.
- Other duties as assigned by the Administrative Manager.

Bookkeeping:

- Invoicing, monitoring accounts receivable, and budget tracking.
- Prepares monthly bank reconciliations for the approval by the Treasurer and Administrative Manager.
- Accounts Receivable
- Accounts payable on a semi monthly basis or immediately if necessary.
- Calculates and maintains payroll, pension, medical and dental plan, WCB, CPP.
- Prepares remittance cheque to Receiver General prior to due dates

- Prepares quarterly and annual reports as required for WCB, T4's, and UCC statistics.
- Tracks vacation, sick time and other leaves of absence
- Prepares Record of Employment forms as required.

EDUCATION AND EXPERIENCE:

Essential:

- Demonstrated experience to work independently and within a group.
- Strong interpersonal and communication skills.
- Sage 50 accounting software experience.
- Google Drive/G suite knowledge
- Diplomatic and tactful in dealing with others, with the ability to maintain confidentiality.
- High level of organisational skills.
- Ability to research solutions and provide insightful support for office or organizational challenges.
- Advanced experience with Microsoft Office Suite.

Desired:

- Banking and pre-authorized funds transfer system experience.
- Zoom.
- Knowledge of database systems and publishing software is an asset.
- Experience working with volunteer groups.
- Experience with communication media – advertising, copywriting, social media.
- Experience in working with a faith community.

ADDITIONAL REQUIREMENTS:

- Satisfactory Criminal Record Check.
- Participation in ongoing workshops, seminars and courses.

EMAIL RESUMES TO: admin@kamloopsunited.ca. Put "Office Coordinator and your name" in the email subject heading. Please include your resume, a cover letter and three references.

*Note: interviews will be held online using Zoom.

May 2020

Finalized by Administrative Manager: Florence Ballard and Ministry & Personnel