

St. Anne's Annapolis Parish Administrator

General Summary: St. Anne's Episcopal Church is a historic parish in Annapolis, Maryland. For more than 300 years, St. Anne's has been a witness to the Gospel of Jesus Christ in Annapolis and the wider community. Today we continue in that witness as an active, visionary, and inclusive congregation that serves God through daily prayer, worship, lifelong Christian learning, and ministries of outreach, justice, and reconciliation. We are inviting applications for the position of Church Administrator. This administrative position coordinates the operational aspects of the parish.

Position Overview:

The Church Administrator works collaboratively with the clergy of St. Anne's, the Executive Committee, the Vestry, St. Anne's staff, the PASA Director, team leaders of the Church's ministries, and outside vendors to ensure the efficient operation of the Church in the fulfillment of its mission.

Accountability: Reports to the Rector

Hours : 40 Hours/week Full-time Equivalent (FTE)

Salary & Benefits: Commensurate with experience and duties. Benefits are in accordance with Diocesan Policies.

Performance Review: Annual evaluation with mid-year review

Principal Duties & Responsibilities:

- Office and Church Management
 - Provide administrative assistance to clergy and staff
 - Ensure the smooth operation of the Church office by managing various functions, including deliveries, vendor management, contractor management, ordering supplies, etc.
 - Manage basic office IT needs, e.g., phone systems, internet service, computers, copiers, and printers by coordinating with outsourced technology vendors and volunteers.
 - Maintenance of scheduling tool for all volunteers and clergy
- Financial Management Assistance
 - Responsible for financial administration of the Parish, Cemetery, Preschool, Good Samaritan Fund, Rector's Discretionary Fund and several restricted accounts for various ministries
 - Maintain the financial section of Realm for all members; post contributions on a weekly basis
 - Assist in creating budgets, paying bills, overseeing payroll, and tracking and recording Church income from donations and sales
 - Manage annual, monthly, and *ad hoc* financial reporting (including monthly reports (P&L, Consolidated Balance Sheet), annual financial report, annual parochial report, etc.) in collaboration with the Treasurer, Finance Committee, Rector, and others

- Support the annual audit process
- Update investment accounts and track any stock donations that are made for pledge payments
- Process “thank you/acknowledgment” letters for those who donate tangible items to the Parish
- Reconcile bank statements for all accounts (currently four)
- Monitor budget execution throughout the fiscal year
- Invoice weddings and funerals
- Maintain confidential personnel files which consist of job descriptions, letters of agreement, employee reviews, salary information, vacation time and sick leave
- Preschool for the Arts at St. Anne’s (PASA) Assistance
 - Assist PASA Director in creating and reviewing school budget
 - Perform payment processing, QuickBooks and/or other finance-related data entry, and check generation
 - Process payroll based on input from PASA Director
 - Process all expense and reimbursement requests for faculty and staff
 - Assist volunteer organizations associated with PASA
 - Attend back-to-school night and other special events, as requested
- Human Resources Management
 - Maintain and update required records, employee handbooks, and church policies, as required
- Communications
 - Support parish communications
- Records & Policies Management
 - Establish and maintain an efficient, streamlined physical and digital records retention program
- Other duties as assigned by the Rector and as mutually agreed upon.

Necessary experience:

- Familiarity with non-profit accounting
- Working knowledge of QuickBooks Online and the use of classes

Desired experience:

- Working knowledge of Realm©
- Familiarity with Bill.com and Divvy
- Previous work as Church/Financial Administrator

Application Process: Please send a cover letter and resume to srwarden@stannes-annapolis.org