



St. Luke's Episcopal Church, a program-sized congregation in San Antonio, in the Diocese of West Texas, seeks a Parish Administrator to work with the Rector and staff to support the church's mission and ministries.

Prospective candidates may send a letter of interest and a resume by email to the Rev. Irving Cutter, [rector@stlukes-sa.net](mailto:rector@stlukes-sa.net).

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### **PARISH ADMINISTRATOR**

Reports to: Rector

Effective: Immediately

Directly Supervises: Financial Secretary, Building Maintenance Supervisor, Volunteer Receptionists

Status: Full-Time

FLSA: Exempt

#### Job Summary

The Parish Administrator is the Chief of Staff for the Rector and serves as the head administrator for St. Luke's Church. The Parish Administrator works directly with St. Luke's Church and School staffs, vestry, parish committees, and parishioners on matters that pertain to the financial performance of the Church, the care of the physical plant including buildings and grounds, and cooperating with St. Luke's School on matters that are pertinent to both entities.

#### Essential Functions

- Manages accounting functions including Accounts Receivable, Accounts Payable, Payroll, and General Ledger.
- Oversees the production of various Financial Reports.
- Manages the Budget process, working with staff and parish leaders to develop an annual budget and track progress on the budget throughout the year.
- Tends to Insurance-related matters
- A detailed list of the tasks associated with these functions is included in an addendum at the end of this Position Description.
- Supervises administrative and building staff and office volunteers.

#### Other Responsibilities

- Respond to inquiries from parishioners who visit the parish office.
- Handle matters concerning church equipment, including cell phones, business phones, computers, printers/copiers, and office machines.

- Order office supplies as needed.
- Handle employee concerns and problems.
- Handle parking concerns for parishioners and staff.
- Provide personnel services regarding health insurance, dental insurance, payroll taxes, vacations, sick leave, etc.
- Maintain all personnel records.
- Work cooperatively with Church Treasurer and Wardens.
- Keep copies of Vestry agenda and minutes and materials distributed at meetings.
- Attend weekly church staff meetings, other planning meetings as requested by the Rector, and annual overnight church staff planning retreats.
- Perform any and all other duties as may be assigned.

#### Minimum Qualifications

- A grounding in the Christian faith.
- Bachelor's degree preferred but not required.
- Previous accounting or finance experience preferred.
- Prior experience in church office/administration preferred, but not required.
- Computer proficiency.
- Proficient in the use of Microsoft Office software and accounting/financial software.

#### Physical Requirements

- N/A

#### Core Competencies

- Strong communication skills.
- Organizing skills (gather and organize resources; orchestrate multiple activities at once to accomplish a goal; utilize resources effectively and efficiently).
- Ability to coordinate and work with others.
- Ability to collaborate with others to develop plans, strategies, and goals.

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#### **Addendum: Tasks associated with Essential Functions:**

- Responsible for the following Accounts Receivable tasks:
  - Supervise the preparation and recording of all deposits to Operating, Restricted, Endowment and all other accounts.

- Prepare and mail statements of contributions to parish members on a quarterly basis, and the first week of December.
- Contact appropriate person to prepare letter to be included with statements of contributions, usually in this order: January of previous year, Rector; April of current year, Treasurer; July of current year, Senior Warden; October of current year, Stewardship Chairperson; First week of December, open choice, this letter to encourage “catch up your pledge” and “if you have any loose change around send it to St. Luke’s”.
- Easter and Christmas special offerings.
- Responsible for the following Accounts Payable tasks:
  - Review and validate invoices for payment on a weekly basis.
  - Prepare checks for invoices and submit for signature each week.
  - Maintain files for paid invoices—retain for auditors.
  - Verify that all recurring expenses (e.g., utilities, insurance, etc.) have been paid each month.
- Responsible for the following Payroll tasks:
  - Submit appropriate hours and other payroll information to payroll processor each payroll period.
  - Check accuracy of information received back from payroll processor each payroll period.
  - Monitor and vouch for accuracy and filing of all payroll reports (e.g., 941, 940, TWC, 1099, 1096, etc.)
  - Distribute and post payroll information to general ledger each payroll period.
- Responsible for the following General Ledger tasks:
  - Review and approve posted checks and journal entries to each line item budget account monthly.
  - Reconcile each bank account monthly and post statement items for bank charges, income, etc.
  - Make corrections or reclassifications to budget accounts by journal entry monthly.
  - Submit bank reconciliations to Treasurer for review.
- Responsible for the following Financial Reporting tasks:
  - Prepare and review:
    - Income Statement monthly for month and year to date activity.
    - Church Cash Flow Analysis report for Finance Committee each month.
    - Balance sheet for church accounts for monthly Finance Committee meeting.
    - Restricted Fund report for Finance Committee each month.

- Endowment Fund report for Endowment Committee each quarter
- Financial reports for PET Trustees quarterly.
- Prepare a monthly/YTD report for the Joint Building and Grounds Committee, with a copy to the Finance Committee).
- Work with Auditor by providing necessary documentation.
- Distribute copies of the Audited Financial Statement to the Vestry and Diocese annually.
- Prepare Annual Parochial Report and submit to the General Convention and the Diocese.
- Responsible for the following tasks related to the Budget:
  - Accumulate and project income and expenses for the new budget during September of each year.
  - Prepare and submit updated drafts of the 3-year budget to the Vestry for October, November, & December.
  - Present the final draft of the budget to the Vestry for approval in January.
  - Monitor and report substantial (over \$500) deviations and over budget categories to the Vestry monthly.
  - Add new line items to, or adjust, the budget only if approved and ratified by Vestry vote.
- Responsible for the following tasks related to Insurance:
  - Review all insurance policies annually for adequate coverage.
  - Prepare and submit Insurance Coverage report to Vestry as needed.