



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.

FINANCIAL SECRETARY / ADMINISTRATIVE ASSISTANT

Reports to: Parish Administrator
Effective: December 2020
Directly Supervises: N/A
Status: Full-Time
FLSA: Exempt

Job Summary

The Financial Secretary/Administrative Assistant provides financial and administrative assistance to the Parish Administrator. The Financial Secretary/Administrative Assistant performs certain financial tasks for St. Luke's Church office as well as for St. Luke's Green Door Ministry. The Financial Secretary/Administrative Assistant is also responsible for providing administrative support to St. Luke's Church staff.

Essential Functions

- Responsible for the following Financial tasks for the Church Office:
 - a. Accounts Receivable:
 - 1) Re-count Sunday offerings with the Parish Administrator or another staff member.
 - 2) Prepare and record into accounting software all deposits to Operating, Restricted, Designated, Joint Buildings & Grounds, Green Door, Permanent Endowment, Clergy, and any other accounts. During this process:
 - a) Reconcile and post entries to current year pledged records by individual contributor;
 - b) Reconcile and post entries to non-pledged offerings on a monthly basis; and
 - c) Reconcile and post entries to special, loose plate, and other income offerings.
 - 3) Deliver deposits to banking facility.
 - 4) Maintain files for completed deposits.
 - 5) Assist with sorting and preparing for mailing the statements of contributions to parish members, and other donors, on a quarterly basis.
 - b. Accounts Payable:
 - 1) Review and validate invoices for payment on a weekly basis.
 - 2) Prepare accounts payable into accounting software using chart of accounts.

- 3) Provide payable proof sheet for Parish Administrator to review and approve.
 - 4) Provide list(s) of weekly payables for the Parish Administrator.
 - 5) Prepare printed and signed checks for mailing.
 - 6) Maintain vendor files for paid invoices.
 - 7) Verify that all recurring expenses (such as utilities and insurance) have been paid each month.
- Responsible for the following Financial tasks for the Green Door Ministry:
 - a. Accounts Receivable:
 - 1) Prepare and record into accounting software the daily deposits for cash, checks, or credit card purchases. (Daily deposits are made by Green Door volunteers to the banking facility.)
 - 2) Maintain files for completed deposits.
 - b. Accounts Payable:
 - 1) Review and validate invoices for payment on a weekly basis.
 - 2) Prepare accounts payable into accounting software using chart of accounts.
 - 3) Provide payable proof sheet for Parish Administrator to review and approve.
 - 4) Print checks, obtain signature, and prepare checks for mailing.
 - 5) Print monthly consignor checks for mailing.
 - 6) Maintain vendor files for paid invoices.
 - 7) Prepare and forward monthly financial reports to Green Door Board and staff.
 - Responsible for Staff Administrative Support, including:
 - a. Perform research and provide reports for Parish Administrator, Clergy, and staff regarding membership, contributions, payments, budgets, stewardship, etc.
 - b. Process payroll when Parish Administrator is out of the office.
 - c. Assist Parish Administrator and Clergy Secretary with the preparation of the Annual Parochial Report.
 - d. Assist Parish Administrator and Auditor with requested receipts, expenditures, reports, statements, etc.

Other Responsibilities

- Share telephone answering duties and front desk coverage when volunteers are not available.
- Handle inquiries from parishioners who call or visit the Church office.
- Update telephone greeting messages when needed (holidays, summer hours, etc.).
- Provide monthly birthday and anniversary lists to volunteer phone callers.
- Perform any and all other duties as may be assigned.

Minimum Qualifications

- Previous accounting or finance experience preferred.

- Previous secretarial experience preferred.
- Prior experience in church office/administration preferred but not required.
- Computer proficiency.
- Proficient in the use of church software (currently ACS) and other accounting/financial software as needed.

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.