



JOB DESCRIPTION – OFFICE ADMINISTRATOR

Tillsonburg Alliance Church (TAC) is a multi-generational, 150 person community of believers located in the heart of Southwestern Ontario. Various faith groups – from traditional denominations to Mennonites to Dutch Reformed – are present in the area and people from these (and other) backgrounds are increasingly a part of our church community.

The Town of Tillsonburg is a growing community of more than 20,000 people with an economy powered by manufacturing, the surrounding agricultural region, connection to larger urban centres (Woodstock, London, etc.) and increasing in-migration from throughout Ontario.

The Office Administrator position is responsible for ensuring that the various functions required for the operation and maintenance of the church, including visible appearance and cleanliness, signage and bulletin boards, record management, financial tracking and reconciliation, etc., are coordinated and completed in a timely manner. In addition to this, the position will act as a liaison between members, congregants, visitors, etc., and coordinate requests between staff, ministry leaders and volunteers as appropriate.

Performance Measurement

This position will be evaluated on a regular basis with the following performance measurement outcomes being considered by the Lead Pastor and Board of Elders (as applicable).

See Employment Contract and Personnel Policy for Rates of Pay, Hours Worked, and Benefits.

Information Management

- Prepare, or supervise the preparation of, the weekly bulletins and handouts
- Update and maintain church publications, information kiosk and foyer bulletin boards
 - NOTE: Bulletin Boards updates can also be completed by specific ministries
- Photocopying of materials necessary for church ministry; e.g., promotional materials for various TAC events, meetings, etc.
 - Note: Ministry leaders and volunteers are responsible to photocopy their own materials although support can be provided on an as available basis, i.e. when other duties are complete
- Maintain attendance and membership records including the identification of members/adherents that are no longer attending regularly, supporting the Elders in contacting members/adherents to confirm their status and updating the list
- Maintain church phone directory on an annual basis and in conjunction with membership and adherents list



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- Filing and management of corporate and church information (board and ministry meeting minutes, human resource information, archived sermons, contracts, etc.) with a reasonable retention schedule
- Maintain TAC Policies and Procedures Manual as a “live” document
- Maintain Plan to Protect files and data base
- Maintain an up-to-date inventory of items in church storage (cupboards, filing cabinets, etc.)
- Maintenance of key usage list and ensuring that security code procedures are in place
- Compilation/submission of annual reports, in conjunction with the Treasurer, as required by the District or National Offices

Administrative

- Order supplies for office and ministry areas - exercising fiscal responsibility at all times
- Ensuring that service contracts, software licenses, etc., are current
- Investigate and make recommendations regarding the purchase and replacement of computer, service contracts (printer, utilities, etc.), office and church furnishings
- Coordinate facility rentals including completion of necessary paperwork

Financial

- Ensure timely deposits of funds to cover operational needs
- Maintain record of donations received
- Process payables in a timely manner and prepare checks for Treasurer to sign
- Reconcile Accounts Receivable and Accounts Payable on a monthly basis
- Maintain vendor records
- Maintain employee payroll files, including timesheets
- Process bimonthly payroll and direct deposits
- Complete, or cause to be completed, and submit payroll reports and taxes (e.g. WCB & payroll remittance) on a timely basis
- Prepare Records of Employment, T4 or T4A Statements
- Prepare, or cause to be prepared, draft of HST returns for approval by Treasurer
- Prepare, or cause to be prepared, draft of annual Charity Return for approval by Treasurer
- Responsible for managing petty cash use and reconciliation

Support

- Providing front-line reception services to members, congregants and visitors on a walk-in, phone, email, web, text messages, and mail basis



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- Providing information to ministry leaders that will assist them in serving effectively
- Assisting in specific tasks for church & community special events as directed by supervisor
- Collecting and assembling of annual reports for Annual General and Mid-Year Meetings
- Attendance at and Recording secretary for the Annual General Meeting, the Mid-Year Meeting, and Ministry Leaders Meetings as applicable
- Purchasing of supplies for pastors, ministries, office, boards, etc., as needed
- Research information to support Lead Pastor as needed

Communication

- Preparation of weekly e-news with information on upcoming services, events, special reminders, etc.
- Maintain and update the church website
- Maintain and update the church master calendar including monthly distribution to staff, ministry leaders and Board of Elders
- Coordination of advertising purchases as directed by supervisor
- Liaise with the Central Canadian District of the Christian and Missionary Alliance as necessary to ensure smooth administration of TAC including sharing of information to pastors, the Board of Elders and Ministry Leaders (as relevant)

Spiritual Health

- Passionate love for God
- Demonstrated love for others
- Committed to the study of the word of God as evidenced by a natural progression in knowledge and spiritual maturity
- Committed to the Body of Christ and to the practice of Covenant community
- Open to personal growth and willing to take advantage of a variety of training and educational opportunities to support personal growth
- Participate in Leadership planning activities (retreats, etc.)



Qualifications

1. Skills and Experience

- Excellent communication skills
- Good interpersonal skills and decision-making abilities
- Ability to work independently and solve problems creatively
- Strong organizational skills and a demonstrated ability to follow through
- Excellent computer skills including Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), Simply Accounting, Google calendar, Cloud storage, Website design and management and the ability to learn new software applications
- Ability to multi-task and deal with a variety of projects at one time
- Able to represent the Tillsonburg Alliance Church in a professional, consistent and positive manner inside and outside the organization
- Adheres to all TAC policies and procedures
- Performs other duties as assigned by Supervisor

2. Accreditation

- a. Diploma or certificate in Administration, Business, Commerce, etc.
- b. Minimum one (1) year experience

Allocation of Hours