



**Fort Street  
Presbyterian  
Church**

**Position Description:** Temporary Office Professional

### **Fort Street Presbyterian Church**

#### **PURPOSE**

This position provides temporary support for the ongoing operations of Fort Street Presbyterian Church to cover the family leave of an employee. This position is responsible for managing the financial records of the church, for ensuring that the building's facilities needs are being addressed, and for assisting with payroll for a 30-person staff.

#### **ACCOUNTABILITY**

The Temporary Office Professional shall work within the established requirements of Presbyterian polity, FSPC Bylaws, and the Employee Handbook; shall be responsible, as necessary, for assignments as noted; shall have authority, within Session policy, for decisions assigned to the position; shall be accountable to and under the supervision of the Pastors/Head of Staff; shall collaborate with the Fiscal and Facilities Committees; and shall coordinate church operations with other committees of the church and other church staff as appropriate

#### **TERM**

This position will serve from approximately May 1, 2018, through August 2018.

#### **RESPONSIBILITIES**

##### **1) FACILITIES**

- With the support of the Building Engineer respond to any maintenance issues that emerge regarding the building. Make arrangements with the appropriate vendor to address maintenance concerns.
- For any project expected to cost more than \$2,000, obtain a total of 3 quotes to ensure competitive pricing.
- Review vendor invoices pertaining to facilities needs and approve projects within FSPC's purchasing guidelines.
- Order custodial supplies as needed.
- Schedule parking attendants for church events as needed, including for concerts, committee meetings, worship services, and special events.
- Coordinate parking lot needs with tenants that lease and/or share parking space in lots owned by the church. Respond to any parking issues/violations of the church's parking policy.
- Follow established procedures to authorize assignment of niches in the church's Columbarium when a family requests interment.

## 2) FINANCIAL

- Collect and record checks received throughout the week. Checks usually arrive in the mail or as donations in the church offering plates.
- At the end of the work week (Thursday) generate a report of checks received that week and make the report available to the volunteers who count the Sunday offerings so they can finalize the weekly deposit.
- Collect and review invoices and check requests throughout the week, scan and send these to the church's outside accountant, Plotnik CPA, on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month. Invoices arrive via email and regular mail as well as being submitted by church members and staff.
- Record donations in the Church Windows giving database and send giving records to appropriate constituencies in the church.
- Each week report the Sunday deposit information to Plotnik CPA.
- Review payroll report to make sure hourly totals are correct. Work with Pastors or other managerial staff to resolve any discrepancies that arise. Submit payroll report to Plotnik CPA (Mondays bi-weekly).
- Send quarterly giving statements to church donors. One statement will be sent this summer, sometime in July.
- Issue invoices to groups that rent space in the church and/or lease the parking lot. Provide a report to the Facilities and Fiscal Operations Committees regarding payment status of these groups.
- Update records regarding payments and receivables related to the FSPC Wedding Program.
- Process receivables and issue invoices for funerals and special events held in the church.
- Maintain vacation and sick day totals for full-time employees

## 3.) HUMAN RESOURCES

- Work with the Pastors to approve time sheets/time clock records for all hourly employees. Follow up with managerial staff in the event that employees are not staying within their allotted hours.
- Approve overtime hours if necessary for weddings, with the guidance of the Pastors.
- Make sure new employees fill out the appropriate paperwork, file these documents in Pastors' office, and send a printed or scanned copy to Plotnik CPA.

## **REVIEW AND APPROVAL OF WORK**

Review of the work will be the responsibility of the Pastors/Head of Staff.

## **SCHEDULE**

- Attend weekly staff meeting and maintain regularly scheduled hours. Work at night or on weekends may occasionally be required pursuant to the position's responsibility in terms of special events or due to unforeseen circumstances.
- Hours: approximately 25 hours per week

## **COMPENSATION**

- Hourly pay
- No sick or holiday pay

## **TERMINATION**

- Employment may be terminated by either the Temporary Office Professional or the church; written notice of the decision to terminate must be delivered to the other party at least two weeks prior to the effective date of termination.

## **SKILLS/EXPERIENCE NEEDED**

- Ability to maintain confidentiality regarding all matters of church business
- Ability to maintain a cordial, collaborative attitude toward administration, staff members, and clients of the church
- Ability to provide clear written and oral communication
- Demonstrated competency with Microsoft Office programs, including Word and Excel
- Ability to be trained on Church Windows software
- Experience in maintenance supervision
- Professional demeanor and appearance
- Experience and/or training as a bookkeeper is not required