

Job Posting: Business Administrator for Christ Church Episcopal, Whitefish Bay

A vibrant, healthy, growing congregation, Christ Church seeks a part-time clerical resource for our parish office. The Business Administrator is responsible for administering the parish's financial matters (*approximately 15 hours per week*) and for completing tasks complementary to those performed by the parish's Office Administrator (*approximately 10 hours per week*). Our expectation for a typical workweek schedule is approximately 25 hours.

Essential Job Functions

Financial Administration: Maintain financial records including payroll, accounts payable, deposits, and checks. Maintain weekly record of financial giving from parishioners. Administer benefits for parish employees. Generate reports for ministry leaders.

Reception: Be a physical presence during business hours, creating a warm and hospitable office environment. Interface with parishioners and the larger community in-person, on the phone and through email.

General Office Help: Provide initial troubleshooting for IT issues. Help maintain church calendar. Coordinate details related to rental contracts for building space.

Requirements

This position requires a person who takes initiative and anticipates needs. A successful Business Administrator must be able to juggle multiple tasks simultaneously. In that the position entails access to private information, the parish requires its Business Administrator to maintain confidentiality at all times. A candidate must be familiar with Excel, Word, and bookkeeping software and possess a willingness to engage new technology. The Business Administrator must also possess demonstrable organization, planning, and interpersonal skills.

Pay and Benefits

Compensation is competitive and based on experience. Benefits include paid time off and a pension fund. Medical insurance is not provided.

Interested and qualified candidates should respond on or before Wednesday, March 9, 2016. Cover letter and resume may be sent to the parish rector, Fr. Seth Dietrich at seth@christchurchwfb.org. To learn more about Christ Church Whitefish Bay, visit us at www.christchurchwfb.org.

*NOTE: If a candidate is looking for full-time work AND family health coverage, it may be possible to combine the Office Administrator and Business Administrator positions into one position with a modest salary and health insurance with family coverage.