**Administrator / Bookkeeper**

**Glenview Presbyterian Church** is currently seeking a full-time Administrator – Bookkeeper to support its congregational and outreach activities.

**Position Summary**

The Administrator - Bookkeeper is responsible for the administration of the Church office, the provision of operational support, the implementation of  communications to the congregation, volunteers and the community, and the maintenance of accounting services and records for the Church.

**Knowledge, Skills and Abilities.**

**General administrative:**

The candidate will be a self-starter with good inter-personal skills and the ability to manage multiple projects on an on-going basis and set priorities. The candidate will have functional knowledge of database management, desktop publishing, graphic, and presentation programs.

**Book-keeping and accounting**

The candidate will possess the following attributes:

* Bookkeeping/accounting training from an accredited college or institute of higher learning
  + a minimum of 3 years of relevant experience and demonstrated ability to work with basic accounting packages (QuickBooks or equivalent).
  + proficiency in church-specific programs such as PowerChurch an asset.
  + proficiency in computer skills including MSWord, and Excel.

Anticipated annual compensation for this full time contract position is $48,000+ on the basis of an hourly rate of $25 per hour and a 37.5 hour week.  There is a seasonal aspect to the activities; greater work-load over the Christmas period and in the weeks prior to the annual congregational meeting, and lesser over the summer months.  During peak periods it is anticipated that some overtime (pre-approved) will be required and / or temporary support engaged.  Three weeks paid vacation are provided.

**Contact: glenviewsearch@gmail.com**