



Episcopal Church of the Good Shepherd
Brentwood, Tennessee
Part-Time Church Administrator

The Church of the Good Shepherd is a medium sized and growing parish in the Diocese of Tennessee. We are looking for an experienced Church Administrator who will use his/her skills to ensure the smooth operation of the church office. This is a new position.

Qualifications

- Basic Accounting Experience required
- Experience with church and office software programs preferred – Microsoft Word, Excel, Publisher, and Church Windows
- Respect for confidentiality
- Strong organization skills and attention to detail required
- Knowledge of payroll functions

Responsibilities

Office:

- Maintain Regular Office Hours
- Support the Rector with Administrative duties
- Prepare Weekly Church Bulletins
- Maintain Church Calendar
- Prepare Reports for Monthly Vestry Meetings
- Maintain Church Records
- Send weekly E-Blasts as needed
- Support Office Volunteers as needed

Financial:

- Help develop and implement a strong system of internal controls, including the receipt and disbursement of funds
- Coordinate all facets of church finances to ensure the smooth operations of the church
- Maintain good communications with Volunteer Donations team to ensure accurate records of church income
- Accounts Payable – Provide backup support for Payables Volunteer
- Payroll – Provide backup support for Payroll Volunteer
- Maintain vendor relationships; investigate disputes
- Maintain current payroll and personnel reports and records
- Prepare Bank Account Reconciliation
- Assist in preparation of annual budget and reports for annual meeting
- Assist with the Annual Audit

Compensation

25 hours per week, \$25 per hour, with excellent 403B Pension Benefit

Contact: Susan Hailey

shailey@goodshepherdbrentwood.org