

**EVANGEL TEMPLE
POSITION DESCRIPTION
RECEPTIONIST/BOOKKEEPER**

Hours: 9 – 4 daily Monday – Thursday (24hours/week)

Contact Person: Cal Anthony (Rev.) – Interim Pastor

Cal.Anthony@paoc.org; Cell 613-243-1163

Purpose:

- To create a first impression
- To serve as the first level of care for those who call, visit, or correspond with Evangel.
- To lead in hospitality preparation and hosting
- Perform administrative support to the Lead Pastor and others as assigned
- Assist the staff administratively
- To perform general office reception responsibilities
- To process offerings and keep accounting current

Qualifications:

The Receptionist/Bookkeeper shall be of mature Christian character with a heart for ministry and possess the following skills:

- Confidentiality and discretion are essential in this position.
- High relational skills (with particular focus on phone skills, hospitality and social media)
- Computer and media proficiency are associated with this position, specifically Sage 50 Accounting Pro, personal contribution software, spreadsheet creation, Microsoft Office/Word, Power Point. 3 – 5 years of bookkeeping/accounting experience is an asset.
- Bookkeeping/Accounting ability including payroll, HST, monthly reconciliation, year-end reports, etc.
- Must be well organized, able to prioritize and multi-task
- Able to process occasional interruptions
- Able to work independently and be self-motivated

Reporting Structure:

The Receptionist/Bookkeeper will report and receive daily office management oversight from the Lead Pastor.

Hours:

The Receptionist/Bookkeeper shall be on duty at the receptionist location from 9:00 am to 4:00 pm each day Monday to Thursday with one hour for lunch.

Dress Code:

Business Casual

Responsibilities:

Office

- Answer office@evangelnapanee.com email and social media
- Answer phone calls (goal – calls to be answered before the third ring)
- Ensure the phones are on message mode during off hours or when away from the desk
- Greet all visitors and assure that they are cared for while visiting the office
- Drop off/pick up mail; log and distribute all incoming mail
- Keep copy room and main office areas tidy and organized
- Unlock and lock main door to office in morning/evening
- Prepare weekly bulletin and/or power point announcements
- Current and appropriate social media news including Facebook, Instagram, and website maintenance
- Keep all files current and accessible (both electronic and hard copies). Archive older files

Bookkeeping/Accounting

- Assist tellers with weekly offering counting
- Ensure all monies are secured in the church vault until deposited in the bank
- Ensure accurate records are on file
- Assist with bank deposits
- Enter all bookkeeping data in the accounting software
- Prepare monthly, reconciled financial statements
- Ensure accounts payable are current
- Prepare payroll for the staff
- Ensure monthly remittances are current with *CRA*, *PAOC* Missions, *EOND* Tithes
- Retain an accurate donors' list and donation records for charitable receipts
- Liaise with the Church Treasurer as to financial reporting
- Liaise with the auditing company specifically regarding year end reports
- Process online and debit donations

As Needed

- Purchase kitchen supplies
- Order office supplies
- Print copier totals
- Deliveries: send/receive
- Monitor equipment: copiers, phone system
- Maintain phone system in the office and change voice messages as required/requested
- Order flowers & gift baskets as requested

Compensation

Information available upon request.