

**Position Announcement: Parish Administrator (Part Time)**  
**St. Andrew's Episcopal Church, 5801 Hampton Street, Pittsburgh, PA 15206**  
**Respond by e-mail to: [rector@standrewspgh.org](mailto:rector@standrewspgh.org)**

*St. Andrew's is in search of a part-time Parish Administrator. This position will average 15-20 hours per week (3-4 days a week, 960-1000 hours per year) there is flexibility in scheduling. Compensation will range from \$20-\$25 per hour, depending on experience and qualifications, a medical insurance supplement, plus a 5% base contribution and up to an additional 4% matching contribution to a 403B account in the Lay Employee Pension Program of the Episcopal Church Pension Fund.*

**Requirements:** The Parish Administrator will be a reliable, organized, detail-oriented person who is able to work independently, exemplifying good computer skills and familiarity with the basics of bookkeeping, financial management, and spreadsheet software. Familiarity with *QuickBooks Pro* or *Realm* software and fund accounting is strong plus. This individual must be able to manage confidential personal and financial information with discretion and will be required to execute a confidentiality agreement. They will also display values of hospitality and compassion that nurture and cultivate a collegial relationship with staff, congregation, and community members. Full training on current software and reporting forms will be provided, and ongoing support will be available.

**Responsibilities:** The Parish Administrator reports directly to the Rector of St. Andrew's Church and is supervised by the Treasurer. There will be a monthly review of all financial records by the Treasurer and an annual audit by an internal Audit Committee.

1. The Parish Administrator is responsible for the preparation, documentation, and completion of a bank deposit of weekly offerings, and other banking deposits and transactions as necessary.
2. The Parish Administrator is responsible for timely payment of invoices and reimbursements. They will manage the current accounts, maintaining communication with the Treasurer, bank, and Investment Manager to coordinate appropriate disbursements and to maintain cash flow.
3. The Parish Administrator is responsible for the process of semi-monthly payroll, including payroll withholding taxes, as well as quarterly & annual payroll tax returns, 1099's & W2's, and monthly pension contributions.
4. The Parish Administrator will prepare a Financial Summary during the first week of each month, covering the previous month with year-to-date cumulative information. In addition, they will prepare reports for other project and programs on an as-needed basis. The Parish Administrator will assist the Treasurer with the preparation of the financial information portion of the annual Parochial Report as well as the annual Financial Report for the congregational Annual Meeting each April.
5. The Parish Administrator will be responsible for the recording and maintaining of all pledge data, and will prepare 3<sup>rd</sup> quarter and annual statements of giving to be mailed from the Church Office within one month of the end of the quarter.
6. The Parish Administrator will assist the Rector with the preparation of the annual budget and will set up and maintain the approved budget within the organization's financial management software.
7. The Parish Administrator will be responsible for maintaining and updating personnel records, insurance, investment account documents, and a membership database.
8. The Parish Administrator, in partnership with the Director of Facilities, will schedule and facilitate the use of church space by outside groups, contractors, and vendors.
9. The Parish Administrator will empower volunteers to manage front desk operations.