

THE JOHN KNOX PRESBYTERY POSITION DESCRIPTION

TITLE: Presbytery Administrator

PURPOSE: To provide administrative, secretarial and accounting services to The John Knox Presbytery and the Executive Presbyter.

ACCOUNTABILITY: The Presbytery Administrator is accountable through the supervision of the Head of Staff to the Presbytery Personnel Committee.

RESPONSIBILITIES:

PRESBYTERY ADMINISTRATION:

- Provides support service to the Executive Presbyter and the committees of the John Knox Presbytery.
- Maintains master data base files on computer program and current directory information.
- Coordinates arrangements with the host church for Presbytery meetings. Attends and provides support services at Presbytery meetings.
- Maintains and oversees the Presbytery's website.
- Other duties as assigned.

OFFICE ADMINISTRATION:

- Monitors office equipment needs and reviews service contracts.
- Initiates new office procedures as needed and appropriate.
- Recommends and maintains appropriate computer programs.
- Maintains Presbytery general files.
- Oversees the handling of mail.

FINANCIAL ADMINISTRATION:

- Responsible to prepare, setup and implement computer programs to process the accounting needs of the Presbytery. This includes the general accounts and the Presbytery Treasury Service.
- Maintains a complete and accurate accounting of all Presbytery receipts and disbursements. Provides receipts to individuals and churches in a timely manner.
- Maintains the accounting services of Presbytery Treasury Service including per capita billing and payments, Mission Giving pledges and payments. Transmits General Assembly and Synod payments in a timely manner.

- Assists in preparing draft budget data, GBPC proposals and any special financial reports.
- Prepares necessary reports for and works with the Presbytery's auditor during the audit process.
- Works with the Fiscal Operations Task Force to provide background information in the decision-making process regarding JKP financial needs.
- Prepares and distributes monthly financial reports to Fiscal Operations Task Force and Presbytery leaders.
- Assists church treasurers with process questions and provide supplies and forms as requested.

PERFORMANCE REVIEW:

An annual review is held with the Presbytery Personnel Committee in consultation with the Head of Staff.

The provisions of the Personnel Policies of The John Knox Presbytery shall apply as appropriate.