

**THE JOHN KNOX PRESBYTERY
POSITION DESCRIPTION**

TITLE: Presbytery Administrator

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

ACCOUNTABILITY: The Presbytery Administrator is accountable through the supervision of the Executive Presbyter to the Presbytery Personnel Committee.

RESPONSIBILITIES:

Presbytery Administration:

- Provides support services 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 Stated and special Presbytery meetings annually. 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 Presbytery communications, including mail, telephones, email, and social media.

Financial Administration

- Maintains a complete and accurate record of all Presbytery receipts, disbursements, and transfers. 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.
- Coordinates with outsourced accountants and prepares vouchers for payments
- Assists in preparing draft budget data.
- 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.
- Receives and distributes monthly financial reports to Fiscal Operations Task Force and Presbytery officers.
- Assists church treasurers with process questions and provide supplies and forms as requested.

CORE COMPETENCIES

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the presbytery; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential function of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

Team Orientation: demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.

Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.

Personal Resilience: Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risks and uncertainty; is flexible.

PERFORMANCE REVIEW:

An annual review is held with the Presbytery Personnel Committee in consultation with the Executive Presbyter.

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