

**Unitarian Universalist Congregation in Milford (UUCM)**  
*Honor Each. Enrich All.*

**Job Description**

- Job Title:**     **Congregational Administrator**  
(formerly known as “Office and Faith Formation Programs Administrator”)
- Status:**       **Full-time, 35½ hours, includes Sundays and some evenings, plus up to 12 additional hours each January and July.**
- FLSA:**         **Non-exempt**
- Updated:**     **November 2018**

**SUMMARY:**

The Congregational Administrator plays a vital role in promoting the values of our religious community by acting as a leader, resource, and liaison for church members, committees, officers, and the Minister. The Congregational Administrator presents the face of the congregation in many of our dealings with vendors, neighbors, and other organizations. The position requires strong communication, management, bookkeeping, and leadership skills.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

*Office Administration:*

Provide administrative support to the Minister, Council and Committees.

- Act as a receptionist in person and by telephone, mail or email and responds to routine requests or directs to the appropriate church leader. Sorts and distributes mail.
- Oversee functioning of the office, including keeping church files and records, maintaining office equipment, purchasing supplies
- Manage church publications, including Sunday orders of service
- Create and distribute weekly e-news updates
- Maintain membership records
- Maintain membership records and organizational communication; including databases and other web-based resources (e.g. Google Docs)
- Schedule use of building by congregational members, community groups and other renters in accordance with Rental Policy and UUCM’s mission; maintain contracts where applicable.
- Act as liaison with regulatory agencies as needed to secure appropriate licenses etc.: Lift Inspection; Fire Equipment Inspection; Non-Profit Status; Alarm Permit; Parking Permits; Insurance
- Maintain Policy and Procedures Manual and UUCM By-Laws.

*Financial Management:*

- Perform routine bookkeeping tasks using Quick Books with the support of the Treasurer
- Process payroll and administer benefits
- Pay bills and prepares checks for signature and envelopes for mailing
- Make timely bank deposits; record pledges, plate shares, other incoming payments.
- Complete monthly bank reconciliations
- Communicate regularly with Treasurer to assure compliance with financial policies
- Maintain rental agreements and payments
- Maintain pledge and contribution records; prepare charitable donation acknowledgment letters
- Prepare monthly and quarterly State and Federal filings
- Prepare monthly financial reports for Treasurer and Finance Committee
- Prepare and/or file required IRS forms including W-2 (employee wages), W-3 (Social Security), 1099, 1096 etc.
- Maintain the Treasurer's Manual
- Assist in preparation of UUCM budget and its entry into QuickBooks
- Maintain financial ledgers and is responsible for journal entries and balance sheets
- Prepare statements, investigate and clear discrepancies, compile reports and analyses of accounts

*Faith Formation Program* responsibilities include:

- Maintain registration forms and a database of children/youth (including class lists)
- Conduct background checks for adults working with children and youth; maintain a database for background checks
- Maintain Faith Formation/Worship calendar along with other leaders
- Coordinate with custodian for setup for Faith Formation circles and special events

Minimum Job Requirements/Conditions of Employment:

- Subject to background checks

Knowledge, Skills, and Abilities Required:

- 3 to 5 years administrative experience.
- Demonstrated expertise in the use of Microsoft Office (both Word and Excel), accounting software, databases, email, and social media. Experience with Quick Books, Microsoft Publisher, and Constant Contact preferred.
- High school diploma or equivalent.
- Ability to maintain confidentiality and discretion.
- Respect for Unitarian Universalist values and principles.
- Ability to work independently and as part of a team, demonstrating initiative and flexibility.
- Excellent organizational and time management skills.
- Strong interpersonal skills with a friendly and approachable demeanor.

Working Conditions and Physical Effort:

- Regular office work with some physical effort.
- Must have good mobility to go to all areas of the building, with multiple staircases.