

St. Matthew's Episcopal Church, Charleston, WV, is seeking a Parish Administrator. This position is responsible for all administrative and accounting functions of the church and reports to the Rector. Must be able to multi-task, maintain confidentiality and interface with parishioners and members of the Vestry and community. Monday-Thursday, 24 hours per week with office hours. Pay is \$30,000-\$35,000 annually.

Administrative functions include preparation of weekly and special occasion service leaflets, including Holy Days, funerals, and weddings. Preparation of monthly newsletter, working with Vestry for annual Stewardship campaigns, ordering of office, kitchen, and church supplies, Parish communications, update parishioner records in Icon, Church Directory, and Constant Contact. Assist Rector with projects as needed.

Preparation of monthly financial statements and booklets for the Vestry. Balance sub-companies and maintain detail monthly. Weekly offertory deposits and posts, bank and credit card reconciliations, vendor payments and checks, monthly bank and credit card reconciliations, sending of quarterly pledge statements, semi-monthly payroll and tax deposits, annual Parochial report, assistance and inputs of budgets, end of year processing for financials and taxes including W-2s and 1099s.

Please contact Rev. Kim Webster, Rector, at 304-343-3837, ext. 1, or email [info@stmattswv.org](mailto:info@stmattswv.org) to apply. When emailing, please attach resume. Mailing address is: 36 Norwood Road, Charleston, WV 25314.

Deadline for applications is May 15, 2024. This position needs to be filled by June 1, 2024.

Publisher

Excel

Icon

Quickbooks

Constant Contact