

Church Administrator Job Description

Riverside Presbyterian Church, May 2026

Purpose: To perform administrative functions of the church, including office management, financial processing, general church communications, and administrative support for worship.

Hours: 20 hours per week, Monday-Friday, 4 hours per day, mid-day.

Benefits: 10 days Paid Time Off (PTO) per year, in addition to 10 paid holidays

Pay Rate: \$22.50 per hour, paid bi-weekly

Accountability: The Church Administrator is supervised by the Pastor as Head-of-Staff.

Responsibilities:

Office Management:

- Welcome visitors during office hours (Mon-Fri, mid-day)
- Answer phone calls, emails, and process snail mail
- Operate and maintain office equipment
- Order supplies (office, preschool, custodial)
- Manage church accounts with online and in-person service providers

Communications:

- Prepare weekly worship bulletin, e-newsletter, social media posts, and slides for worship
- Update & maintain the church calendar, website, and directories
- Help maintain bulletin boards and signage
- Mail correspondence to members as requested.

Financial Processing:

- Help to record and deposit checks and hand deliver cash to the bank
- Prepare payments for reimbursement, invoices, and employee payroll
- Enter transactions into accounting software (Quickbooks)
- Prepare and send giving statements to donors

Other:

- Confirm scheduled greeter/usher and liturgist each week
- Facilitate new hire onboarding paperwork including background checks and W-4s
- Provide limited administrative support for special church events/programs as directed by the pastor.
- Attend weekly staff meetings

Skills and Requirements

1. Demonstrated proficiency in computer skills such as Google apps, MS Office, social media applications, and AI agents.
2. Attention to detail and an ability to multitask
3. A commitment to confidentiality, both socially and financially
4. Ability to work independently, manage workload, and meet deadlines.
5. Pass a criminal background check