

Parish Administrator and Bookkeeper
The Church of the Epiphany, Oak Park, California

Job description

Company Description

The Church of the Epiphany, located in Oak Park, California, is a welcoming and inclusive religious community committed to spiritual growth, service, and connections. Dedicated to fostering faith and fellowship, the church engages in a variety of community-centered activities and programs. As a cornerstone of the community, the church provides a nurturing space for worship, education, and outreach initiatives.

Role Description

This is a Part-time to full-time on-site role for a Parish Administrator/Bookkeeper located in Oak

Park, CA. Our Parish Administrator/Bookkeeper play vital roles in supporting the mission and daily life of our church through excellence in administration, hospitality, communication, and financial stewardship. Ideally, we hope to find one gifted individual who can serve in both capacities, continuing the integrated approach that has served our parish well. At the same time, we recognize that these responsibilities require a unique combination of skills and experience. Therefore, we are also open to hiring a Parish Administrator independently and arranging separate bookkeeping support if needed.

Ideal Qualifications for Parish Administrator/Bookkeeper

Reporting to the Vicar, and working in collaboration with the Treasurer, Wardens, Bishop's Committee, clergy, staff, volunteers, and ministry leaders, this individual helps ensure that parish operations are organized, welcoming, efficient, financially sound, and aligned with the church's mission.

The successful candidate will be professional, detail-oriented, self-directed, dependable, discreet, service-minded, and able to manage multiple priorities with discretion and grace. In accordance with Diocesan policy, the successful candidate must complete a background check and Safe Church training. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.

I. Parish Administrator Responsibilities

The Parish Administrator fosters a warm, welcoming, and orderly environment for parishioners, visitors, renters, volunteers, and all who contact or visit the church. The Administrator

manages the day-to-day administrative functions of the parish office and supports worship, communication, scheduling, facilities use, and parish life.

- Office Administration & Hospitality

- Maintain smooth and efficient daily operations of the parish office.
- Create a welcoming, professional, and hospitable office environment.
- Respond to phone calls, emails, and in-person inquiries with courtesy, tact, and confidentiality.
- Open and prepare office and meeting spaces for scheduled activities.
- Retrieve, sort, and distribute incoming mail and deliveries.
- Maintain organized paper and electronic filing systems.
- Serve as the central point of contact for parish communications and administrative matters.

- Clergy & Worship Support

- Assist the Vicar with calendar management, scheduling appointments, and coordinating meetings.
- Prepare weekly worship bulletins using RitePlanning, Microsoft Word, and related systems.
- Coordinate draft review, edits, printing, large-print versions, and final distribution of bulletins.
- Upload worship bulletins and related materials to the parish website.
- Prepare hymns, readings, and supplemental materials for worship services and Bible study.
- Send weekly reminders and assigned readings to lectors and volunteers.
- Record Sunday attendance in the parish register.
- Prepare bulletins for special services (weddings, funerals, etc.)

- Communication & Scheduling

- Maintain parish calendars, including public, staff, and rental calendars.
- Monitor voicemail systems, maintain greetings, and distribute messages promptly.
- Update parish directory and membership information as needed.
- Maintain bulletin boards, notices, and church communications materials.

- Meetings & Committee Support

- Provide administrative support for Bishop's Committee meetings and staff meetings.
- Take notes at staff meetings and distribute them promptly.
- Maintain electronic records of reports, minutes, and official documents.

- Post approved minutes and notices as directed.
- Facilities & Operations
- Oversee facility rentals, including inquiries, tours, applications, scheduling, recordkeeping, and coordination.
- Monitor building use and communicate needs to the Vicar, Wardens, and Building & Grounds leadership.
- Serve as the primary contact for vendors, contractors, repair technicians, and deliveries.
- Monitor office equipment, safety devices, and supply levels; arrange maintenance or replenishment as needed.
- Test and document AED or other designated safety equipment.
- Parish Life Support
- Support special services, events, pledge campaigns, seasonal activities, and ministry initiatives.
- Coordinate lector scheduling or other volunteer scheduling as assigned.
- Perform additional administrative responsibilities as assigned by the Vicar.

II. Additional Bookkeeper Responsibilities

Under the oversight of the Treasurer and Vicar, our ideal candidate would also manage the day-to-day financial operations of the church and maintain accurate, timely, and confidential financial records.

- Accounting & Record-keeping
- Record all donations, pledges, income, expenses, and financial transactions in Church Windows.
- Maintain accurate records.
- Ensure organized retention of financial files, documentation, and reports.
- Contributions & Deposits
- Process weekly offerings and other receipts.
- Prepare bank deposits and deliver deposits as required.
- Maintain donor records and pledge tracking.
- Provide donation acknowledgements, contribution receipts, and quarterly giving statements.
- Accounts Payable
- Process check requests and vendor payments.

- Pay bills and recurring expenses in a timely manner.
- Maintain expense tracking records.
- Payroll
- Submit biweekly payroll through Paychex.
- Verify payroll accuracy and maintain payroll records.
- Record payroll transactions in Church Windows
- Reconciliation & Reporting
- Complete monthly bank reconciliations promptly.
- Support budget preparation by providing historical data and reports.
- Assist with audits, reviews, and year-end financial closeout.
- Stewardship Support
- Assist with annual pledge campaigns by updating pledge records and tracking commitments.
- Support stewardship communications and related reporting.
- Financial Controls & Confidentiality
- Maintain strict confidentiality regarding donor, payroll, personnel, and financial information.
- Identify opportunities to improve bookkeeping processes, internal controls, and efficiency.
- Assist the Treasurer with special projects and other financial responsibilities as needed.

Qualifications

- Strong computer proficiency, including Microsoft Office Suite (Word, Excel, Outlook), Google Workspace (Docs, Sheets, Drive), Canva, and standard office systems.
- Ability to learn and effectively use Church Windows, RitePlanning, Paychex, and other church management software.
- Knowledge of bookkeeping, payroll, and standard accounting practices preferred.
- Excellent written, verbal, and interpersonal communication skills.
- Strong professional boundaries and ability to maintain confidentiality.
- Highly organized with strong attention to detail and accuracy.
- Self-directed, dependable, and able to work independently while collaborating effectively with others.
- Ability to prioritize tasks, meet deadlines, and manage multiple responsibilities simultaneously.
- Strong problem-solving skills and willingness to improve systems and processes.

- Commitment to supporting the mission and values of the church with professionalism and care.

Position Details

Hours: 20–40 hours per week depending on job desired

Compensation: Commensurate with experience and qualifications.

Benefits: Benefits available for employees working 20 or more hours per week following successful completion of a 90-day probationary period.