

Anchorage Unitarian Universalist Fellowship Job Description

Title: Congregational Administrator

Fair Labor Standards Act Status: Non-Exempt

Hours Required: Part Time (average 25 hours per week). On-site work in quiet church office for at least 16 hours per week. Remote option for rest of hours.

Position Summary: Handles a broad variety of administrative tasks with minimal guidance. Performs all bookkeeping, payroll, and month-end closing. Manages office procedures, facilities, rentals, and purchasing. Uses knowledge of major office-related computer applications including databases. Oversees employee benefits, personnel files, and government reporting. Supervises any office volunteers. Prepares reports and recommendations to the Minister and Board as needed. Shares knowledge of the organization and implements its policies. Uses discretion in making decisions. Maintains culture of hospitality and reflects Unitarian Universalist values while working.

All employees are required to be vaccinated against COVID-19 unless contraindicated for medical reasons.

Qualifications

1. At least three years' experience working in an office environment, with responsibility for a broad variety of tasks, including significant bookkeeping and money handling.
2. At least two years' experience with QuickBooks or equivalent, including payroll, receivables, payables, electronic payments and taxes, and month-end closings.
3. Proficiency with Microsoft Office Suite and/or G-Suite, and some experience with databases.
4. Organized, detail oriented, and self-motivated. Eager to improve own skills.
5. Ability to multi-task and work with a variety of staff and volunteers.
6. Experience with managing contracts.
7. Able to use independent judgment on behalf of the congregation. Able to exercise discretion and maintain confidentiality.
8. Maintains a current Alaska Driver's license, insurance, and reliable vehicle.
9. Has earned a high school diploma or equivalent, and preferably an associate or bachelor's degree.
10. Able to communicate effectively in English, both verbally and in writing.

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To Apply:

- Explore our website, www.anchorageuuf.org and our national organization's website, www.uua.org.
- Submit a cover letter describing why you want to work for Anchorage Unitarian Universalist Fellowship in this position and how you meet the listed qualifications.
- Submit a resume.
- Email to jobs@anchorageuuf.org.

- Applications will be reviewed upon receipt. Position is open until filled.
- References will be checked and a background check done.