



## EMMANUEL EPISCOPAL CHURCH LOOKING TO HIRE PARISH ADMINISTRATOR

Emmanuel Episcopal Church in Alexandria, Virginia, seeks an organized, self-directed and energetic person in a welcoming, open-minded and open-hearted congregation that is blessed with over 613 individuals and 229 families who share a community-wide curiosity about our faith and how best to live it out.

The Parish Administrator works closely with the Rector and lay volunteers to manage the business of the parish handling all non-ministerial functions including finance, human resources, building and grounds management, staff management, and communication.

Working knowledge of office software (spreadsheets and database management) to include Microsoft Office (specifically Word, Excel, Outlook, and Publisher) is required. Familiarity with QuickBooks, Paychex, Church Windows, e-Giving, Constant Contact, and My Church Events is desired, but an individual with demonstrated business software experience and willingness to learn would be considered.

### Qualifications

- Knowledge of general financial accounting including financial controls, accounts payable, accounts receivable, cash disbursements, payroll, bank reconciliation, and budgeting.
- Leadership qualities and strong oral, written, verbal, and interpersonal communication skills.
- Management experience and ability to supervise others.
- Ability to take initiative and make decisions while managing deadlines.

The applicant should be a person of strong integrity, honesty and confidentiality who is excited to work with diverse personalities and differing opinions.

This is an exempt (salaried), full-time position requiring 40+ hours per week and includes benefits; some weekend and night work may be required. Compensation commensurate with experience. Emmanuel Episcopal Church is an equal opportunity employer.

Qualified applicants may submit letters of interest and resumes for consideration to the attention of Karen O'Hern, Emmanuel Episcopal Church, [office@emmanuelonhigh.org](mailto:office@emmanuelonhigh.org).