

## **Rocky Mountain Synod: Office of the Bishop Staff**

### **Position: Office Clerk**

**(Part-time position – co-terminus with the bishop)**

05.21.2024

The purpose of this position is to provide administrative support to the Office of the Bishop for the Rocky Mountain Synod.

This position reports to the Finance Director.

### **Position Duties / Responsibilities**

This position has responsibility for these key areas within the Office of the Bishop:

#### Daily / Weekly

- Carry out routine administrative tasks (e.g., greet visitors, answer telephone, manage work room equipment and supplies, carry out kitchen duty tasks).
- Sort mail.
- Process and deposit checks.
- Track contributions and donations in software.
- Prepare vendor payments for processing.
- Assist with filing, accounts payable, and requisition information.
- Order office supplies and food supplies.
- Set up rooms for meetings and events (e.g., meetings for staff, council, committees).

#### Monthly / Quarterly

- Audit and reconcile staff credit card charges.
- Issue monthly Congregation Contribution statements.
- Track personnel leave time (vacation, personal, illness).

#### Annual / Occasional.

- Assist with providing resources for annual financial audit.
- Assist with annual conference preparations (Synod Assembly, Theological Conference).
- Participate in conferences/training as requested.
- Assist in other duties as assigned by supervisor.

### **Position Knowledge, Skill, and Ability**

- Financial transaction reconciliation
- Administrative and office generally accepted procedures related to word processing, files and records management, and form design
- Filing, inventory, mailing, and database systems, both manually and electronic

- Telephone system operation to answer, screen or forward calls, provide information, and record messages.
  - Technology application to carry out business tasks (e.g., accounting software, database interface, records management software, communications software, virtual meeting system)
  - Office machine operation, such as photocopiers and scanners, voice mail systems, personal computer, and security systems
  - Accuracy and attention to detail in communications, data management, and calculations
  - Effective communication to respond to inquiries and disseminate information.
  - Ability to maintain confidentiality for privacy compliance and to safeguard sensitive data.
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## **Terms of Employment**

### Work Hours

- Regular hours: 10-12 hours per week, not to exceed 60 hours per month
- Regular work location: Office of the Bishop
- Regular workdays and times: Flexible with exception of Tuesdays and Wednesdays  
    Tuesday: 12:00 p.m. – 3:00 p.m.  
    Wednesday: 9:00 a.m. – 12:00 p.m.

### Compensation

- Hourly wage: \$16-\$18 per hour
- Holidays: per Employee Manual
- Insurance Benefits: n/a
- Phone Allowance: n/a
- Leave: n/a