



Unitarian Universalist Congregation of Marin

Congregational Administrator

Reports to: Minister

Directly Supervises: Bookkeeper; Custodial and Landscaping contracts

Status: Full Time, Benefits Eligible

Salary: \$68,000 (plus % 4 in lieu of HC Bonus)

Start Date: November 1st, 2023

Job Summary: Under supervision of the Minister and general direction of the Board of Trustees, the Administrator is responsible for a broad variety of functions to assist the congregation in fulfilling its mission. The Administrator has primary responsibility for oversight of financial operations and management of office operations. The Administrator is central to communication with committees, staff, members and the public, and is often responsible for directing issues to the appropriate person, people or policy as they arise.

To Apply: email resume and cover letter to jobs@uumarin.org

Essential Functions

Leadership Support:

- Provide a public face for the congregation as needed.
- Prepare monthly Board packets and quarterly Congregation Meeting materials.
- Prepare monthly Administrator's report for the Board on membership changes, rentals, and other items of interest.
- Manage appropriate access to electronic systems: Breeze (Church Management Software), QuickBooks accounting program, Bank Accounts, MailChimp (weekly newsletter) UU Marin website, vendor records etc
- In collaboration with Minister, maintain an up-to-date document of policies and procedures for all congregational functions.
- Perform other duties as required by the Minister or the Board.
- Support various administrative needs including building issues, rental support, finance concerns (payroll, bill paying, deposits, pledge drives etc)

Financial:

- Supervise bookkeeper responsibilities of QuickBooks record keeping.
- Handle all bill paying and bank deposits on a weekly basis.
- Aid members in setting up electronic payments for pledges and other giving
- Work with Treasurer and Stewardship Team, to advise members of their pledge status including quarterly and calendar year end contribution statements and make adjustments as requested.
- Attend Finance Committee meetings monthly, and supplemental meetings on request.
- Maintain confidentiality of UU Marin's financial records.
- Recommend necessary insurance coverage and payment of premiums.



Facility and Rentals:

- Prepare and monitor rental contracts, prepare invoices, and oversee rental program, including site visits, pre-event walkthroughs, and communication for custodial services and facility attendant coverage.
- Maintain master calendar of church events and building use, and participate in scheduling.
- Identify maintenance needs and coordinate needed repairs with the Facilities Committee.
- Participate in the Building Construction Disruption Working Group for Capital Campaign.

Communications

- Respond to public inquiries on the phone, e-mail, and walk-ins and represent the public face of the congregation, sometimes speaking on behalf of the Minister or congregation.
- Produce the weekly Order of Service, including creating digital slides, in collaboration with the minister and Worship Associates.
- Prepare, distribute and maintain records of other documents as needed, including the congregation's annual report.
- Sort and distribute mail.

Administration and Management

- Collaborate with liaisons from appropriate Teams and Committees to perform duties of Congregational Life.
- Supervise the Bookkeeper and delegate financial duties as appropriate.
- Supervise the custodial and landscaping services.
- Coordinate purchasing and other administrative needs.
- Maintain operation and availability of office equipment and office; order office supplies as needed.
- Submit timely reports to appropriate governmental agencies, under direction of the Treasurer or the Board.
- Recommend changes in office operational procedures, as necessary.

Human Resources:

- Work with bookkeeper and payroll service to ensure accurate and timely payroll is completed; enter payroll data into payroll service's online application; liaison with payroll service.
- Be aware of and communicate labor law changes to Minister and Personnel Committee.
- Act as church's Benefits Administrator, in collaboration with the Personnel Committee.
- Run background checks on new hires and volunteers.
- Maintain confidential staff personnel files in collaboration with the Minister.