

PARK STREET CHURCH

Administration, Communications and Finance Coordinator Job Description

Overview

Park Street Church (“PSC”), founded in 1809, is a large thriving evangelical church in downtown Boston, with a membership of 900 and approximately 30 staff members. We have a strong global missions program with many missionaries around the globe. In addition, given our location in Boston, PSC recognizes the opportunities for gospel ministry in the Boston area and we are seeking to grow in our connection with the city. We are committed to life-giving biblical proclamation, to transformative relationships with one another across generations and ethnicities, and to faithful worship of the triune God. We understand that Christ has called us to live out the gospel using our heads, hearts, and hands.

Our staff are committed to serving one another as we serve Christ. We meet weekly for a time of prayer and engagement in the Scripture, and we believe in the importance of collaboration for faithful ministry. The Administration, Communications and Finance Coordinator position is full-time, and the successful candidate will work with different members of our staff, playing an important role on our team, ensuring that the Church office accomplishes its purposes, including those described below, enabling the Church to do the work that Christ has called us to faithfully accomplish.

Accountability

The Administration, Communications and Finance Coordinator performs a broad range of general administrative, communications, and finance-related tasks and reports to the Church Administrator.

Administration, Communications and Finance Coordinator's Responsibilities

The Administration, Communications and Finance Coordinator will handle requests for information, requests for technology assistance, record keeping, and other tasks on behalf of the Church Administrator. Process and distribute incoming mail. Manage office supplies, keeping track of inventory and reordering as appropriate. Execute hospitality and food orders for hospitality ministries and staff and committee functions.

Working closely with the Director of Communications, the Administration, Communications and Finance Coordinator will assist with production of church digital and print publications and organizational and administrative support for a spectrum of communications projects. Provide production support (and print support when it applies) for the church bulletin, Annual Meeting documents, church displays, ministry publications, emails to the congregation, social media calendar and posts, website updates, entries to church management software, internal publications, and certificates for baptism and membership.

Working closely with the Financial Controller, the Administration, Communications and Finance Coordinator will (1) manage the Accounts Payable function, (2) process periodic reports and (3) assist with the cash count and bank deposits on Mondays.

The tasks involved in these responsibilities consist of:

- (1) Receiving and digitizing payment requests and processing of payments through bill pay software, generating in-house checks when necessary, managing the monthly corporate credit card expense account, reconciling key accounts periodically, and from time to time performing various other finance-related tasks.
- (2) The preparation of periodic budget reports including quarterly financial reports for budget heads on the specific accounts they oversee and providing short-term missions reports.
- (3) The weekly Cash Count includes collaborating with the assistant controller in counting cash, generally on Mondays. It also includes managing “miscellaneous deposits” as well as making bank deposits.

Required Qualifications

- Committed to serving Christ and his church by participating in the life of the church.
- Knowledge of MS Office applications (Word, Outlook, Excel, Teams, PowerPoint).
- Willingness and ability to learn basics skills in Adobe Suite software (InDesign, Illustrator, Photoshop), Mailchimp and WordPress.
- Ability to maintain a high degree of integrity and confidentiality.
- Technological aptitude and computer skills.
- Strong oral and written communication skills.
- A college degree from an accredited institution.

Other Requirements

The Administration, Communications and Finance Coordinator must agree with the PSC statement of faith, all church policies as indicated in the offer letter, and agree to a background check.

(revised Apr 2024)