



Alta Vista Baptist Church  
*Exalting Christ and Loving People*

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Dated: 9 September 2026

**Employment Opportunity**

Alta Vista Baptist Church (AVBC) is seeking an Interim Office Administrator for a maternity leave replacement.

**Period of Employment**

The Interim Office Administrator is required from 1 October 2026 to 1 May 2028 – 19 months.

**Position Description / Remuneration**

The Interim Office Administrator provides administrative support to the ministry staff and the Board of Elders, overseeing the smooth and daily operation of the church office. The Interim Office Administrator may also support appropriate committees, officers and leaders to carry out the ministry of the church. This is a part-time position, 30 hours/week, with normal 6 hours per day, Monday through Friday, 08:30 to 15:00, including an unpaid 30-minute lunch break. Working days and hours may be adjusted by mutual writing agreement, subject to approval by the Chair of the Board of Elders (or his delegate).

Remuneration is at an hourly rate of \$21.00/hour, paid on a bi-weekly basis, one week in arrears for the previous two weeks worked. As a temporary employee of AVBC, a T4 slip will be issued for the services. An additional 4% will be paid in lieu of paid vacation time. Statutory holiday falling on a regularly workday will be paid. There is an entitlement of up to six (6) paid sick day per six-month period. The successful candidate must review and sign the AVBC non-harassment policy and the AVBC ethical conduct policy prior to starting.

**Reporting Relationships**

The Interim Office Administrator reports to the Chairman of the Board of Elders. A senior pastoral staff will supervise functional tasks.

**General Responsibilities**

- Daily administrative operation of the church;
- Administrative support for pastoral staff;
- Occasional administrative support to the board of elders and committee chairpersons; and
- Occasional administrative support for church activities and programs.

**Additional Duties**

Responsible for the day-to-day administrative operation of the church office including:

- Composing and/or typing routine correspondence, reports, notes, etc.;
- Reception – telephone and in person;
- Sorting mail, filing;
- Maintaining petty cash, keeping track of expenditures and managing invoices;
- Purchase of office supplies and maintaining of all office equipment and related stock;
- Making travel arrangements and hotel accommodations;



- Appointment scheduling and maintaining personal and church calendars in the office and on the AVBC website;
- Coordinates requirements for church facilities from outside organizations;
- Maintaining a congregation database and phone directory;
- Maintains AVBC database on the web and communicates info/prayer request to the congregation/friends of AVBC;
- Preparing the weekly prayer and worship bulletin along with mission's updates;
- Consolidating and typing annual reports and documents for meetings;
- Updating the web master on any changes or activities that need to be noted on the church website;
- Provides administrative support to committee chairpersons; and
- Other related duties as deemed appropriate and necessary by the Board.

### **Financial Duties**

- Inputting data from bank statements into accounting software;
- Inputting transactions into accounting software; balancing of credit card statement and inputting into "PowerChurch";
- Processing the payment of account payable including preparation of cheques for signature;
- Reconciles bank statements and produces related reports, balances month and year end;
- Preparing documents requested by financial auditors for annual audit;
- Preparing financials reports as requested by the Treasurer or Board;
- Preparing monthly statements for income and expense, as well as balance sheet for Financial Binder as directed by Treasurer;
- Sending monthly financial back-ups to the Treasurer and Stewardship Chair;
- Track and submit HST for government rebate;
- Requesting IT to update accounting software when updates are available; and
- Updating the chart of accounts as directed by Treasurer.

### **Person Specific Requirements**

- Supporting the vision, mission, ministry and core values of the church;
- Well-developed communication & interpersonal skills;
- Ability to work effectively as part of a staff ministry team;
- Attention to detail and follow-through on assignments on deadlines;
- Organized and efficient in office operations and a well versed on the operations of the church organizations;
- Strong people skills and work ethic;
- Calm and efficient under pressure;
- Strong finance, administrative and computer skills;
- Disciplined in maintaining confidentiality, trustworthy, dependable and tactful; and
- Self-motivator, quick learner with the ability to multi-task.

### **How to Apply**

Interested applicants should submit a cover letter and CV in confidence to Andy Pridham, Vice-Chair AVBC Board of Elders, in person at the church office, or by email at [apply@altavistabaptist.org](mailto:apply@altavistabaptist.org).

Application Deadline: September 28, 2026.