

Full Job Description:

Congregational Administrator (Part-Time, 30 Hours/Week)

Location: Setauket, New York

Schedule: Part-time, 30 hours per week

Compensation: \$30.00 per hour

Benefits: Generous Benefit Package

Position Overview

We are seeking a highly organized, detail-oriented, and personable **Congregational Administrator** to serve as the primary administrative support for our congregation. This role is central to the smooth operation of church life, supporting worship services, financial management, membership records, communications, and committee work.

The ideal candidate brings strong bookkeeping skills, excellent communication, discretion, and the ability to manage multiple priorities in a collaborative, mission-driven environment.

Key Responsibilities

Financial & Bookkeeping Operations

- Manage budgets and bank accounts using **QuickBooks Online**
- Post deposits, process accounts payable, and reconcile bank accounts
- Generate routine and ad hoc financial reports
- Process payroll information and support audits
- Track pledge income and prepare quarterly and annual giving statements
- Prepare reports for workers' compensation and disability insurance audits
- Track and report Meditative Arts program income

Worship & Sunday Service Support

- Format, proof, print, and collate weekly Orders of Service and inserts
- Prepare weekly announcements and maintain attendance records
- Provide large-print materials and digital service documents as needed

Membership, Communications & Records

- Maintain accurate membership, voting member, and visitor databases
- Experience or willingness to learn Breeze Church Management System
- Prepare quarterly reports for the Membership Committee
- Update and distribute the congregational directory
- Assist with newsletters, e-news, mailings, and annual reports
- Prepare official congregational meeting notices and voter sign-in materials
- Update denominational mailing lists as required

Memorial Garden Administration

- Respond to inquiries and manage applications
- Process donations and memorial marker purchases
- Coordinate marker orders, installations, and site map updates
- Maintain memorial records and files

Committee & Program Support

- Provide administrative support for stewardship, endowment, and fundraising efforts
- Assemble and mail pledge packets and thank-you letters

- Manage building use, rental requests and rental agreements
- Maintain the official congregational calendar

General Office & Administrative Support

- Respond to inquiries from congregants, staff, and the public
 - Maintain office systems, files, and supply inventory
 - Supervise designated administrative support roles and contractors
 - Attend staff meetings and collaborate with clergy and lay leadership
 - Handle sensitive information with discretion and professionalism
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Qualifications & Skills

- Experience in office administration, bookkeeping, or nonprofit administration
 - Proficiency with **QuickBooks**, databases, and Microsoft Office / Google Workspace
 - Excellent organizational, time-management, and attention-to-detail skills
 - Strong written and verbal communication skills
 - Ability to manage confidential information with discretion
 - Ability to working independently in a small office environment
 - Comfort working collaboratively with staff and volunteers
 - Ability to juggle multiple responsibilities and shifting priorities
 - Familiarity with Unitarian Universalism is helpful but not required
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Core Competencies We Value

- Accuracy and follow-through
 - Professional judgment and confidentiality
 - Strong interpersonal and customer-service skills
 - Initiative and problem-solving
 - Team orientation and accountability
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Why Join Us?

UUFSB is a welcoming, values-driven congregation committed to compassion, justice, spiritual growth, and community. This role offers the opportunity to be deeply engaged in the life of a vibrant congregation while contributing meaningful administrative, financial, and organizational support. We offer a supportive work environment, a mission-driven culture, and **benefits for this part-time position**.

UUFSB is an equal opportunity employer and values diversity in all its forms.