

The Presbytery of Arkansas is conducting a search for a Presbytery Administrator. This is a part-time position, averaging approximately twenty hours a week. The full position description is shown below. The compensation package is \$28,000-\$32,000, depending on experience. The compensation package is inclusive of all benefits and professional expenses. Applications should be sent to:

Steve Hancock, Search Committee Chair  
 Second Presbyterian Church  
 600 Pleasant Valley Drive  
 Little Rock, AR 72227  
[stevehancock@secondpreslr.org](mailto:stevehancock@secondpreslr.org)

Applications should include a cover letter, resume, and three references.

**Job Description: Presbytery Administrator (Presbytery of Arkansas)**

*(based on the job description of the former position "Director of Mission Support")*

The Presbytery Administrator will focus on the administrative requirements of the Presbytery and the office, including duties as described below related to communication, administration, and finance-related tasks. The PA would maintain office hours each week, allowing for individuals to make direct contact with someone at the Presbytery office. The PA will work collaboratively and collegially with other staff members.

This is a salaried position, with expected work of **approximately 20 hours per week**.

**1. Communications**

- Maintain Presbytery calendar, internal calendar, and website updates
- Collect and maintain data for event registration, mailing lists, etc.
- Prepare and disseminate publications such as *The Banner*
- Coordinate mailings and emailings to various audiences
- Provide support materials for committees as needed
- Ensures maintenance of computer network
- Make preparations for meetings of presbytery and committee meetings

**2. Finance & Administration**

- Receive, code and scan incoming checks; deposits cash; review receipts reports
- Collect or prepare vouchers and verify that the requests fall with Presbytery guidelines; submit check requests; review expenditure reports
- Work with external agency that does the bookkeeping; submit journal entries, deposits, payables, and payroll changes; review payroll journal.
- Prepare and review financial reports; monitor bank and investment accounts (including Texas Presbyterian Foundation), loans, postage meter and petty cash
- Work with Presbytery Treasure and Moderator of the Administration Ministry Area
- Ensure that financial review or audits occur annually
- Ensure adequate insurance coverage, including building, liability, auto, youth events
- Ensure support/maintenance of Presbytery office facilities & grounds
- Purchasing: responsible for purchasing and leases; maintain inventory

### **3. General**

Maintain knowledge and skill related to appropriate technology pertinent to the tasks of the position

Attend Presbytery meetings

Provide administrative support to the General Presbyter, Stated Clerk, and any other staff/volunteer as directed by the General Presbyter

Additional duties as assigned by the General Presbyter

The Presbytery Administrator is accountable to the General Presbyter and will be evaluated by the personnel subcommittee of the Administration Ministry Area