

Job Description for Administrative Assistant/Bookkeeper

Title	Administrative Assistant/Bookkeeper
Hours	12-15 hours/week, hours will vary depending on time of year and work load. The hours are: Mondays/Tuesdays/Wednesdays/Thursdays 9-12 (except for holidays)
Pay	\$16/hour
Location	Saron Lutheran/1 st Presbyterian Church Office

Job summary Provide administrative and bookkeeping support to the church. Duties include general bookkeeping via QuickBooks online, email/phone/social media and website management, coordination of volunteers, assisting people who stop by office, creation of monthly newsletter, and other special projects. The Administrative Assistant reports directly to the Senior Pastor.

Administrative Duties

- Twice per week picking up mail at the Post Office box.
- Managing office/church calendar and keeping it up to date.
- Respond in a timely manner to phone messages, emails, and Facebook communication.
- Maintaining current list of people interested in worship assistants, altar guild, flowers and coffee hour and making weekly phone call reminders.
- Sending out readings and prayers to the worship assistants for the upcoming Sunday.
- Sending weekly list of the announcements and prayer list for the bulletin on Tuesday to the Worship Director.
- Planning, assembling, and distributing monthly newsletter, biweekly email blast and other mailings.
- Help pastor keep website and/or Facebook page updated with events and photos.
- Keep office clean and organized.
- Check all main floor church doors and lock up when leaving.
- Change messages on the outside reader board.
- Other job functions and special projects might be added.

Record Keeping Duties

- Management and recording of offering numbers, attendance etc. with the Icono Revelations online software
- Use QuickBooks: enter bills, pay bills/print checks, call signers to come sign checks, mail payments, and reconcile books.
- File all invoices with check stub in appropriate files.
- File Payroll documents from ADP.
- Print off monthly financial reports for council.

The administrative assistant/bookkeeper will have a review after 3 months of work and from then on an annual job review will happen in June each year with either the church council and/or personnel committee.

Minimum requirements

- Strong computer skills with: MS Word, PowerPoint, Publisher; QuickBooks online; Google Email and Facebook.

- Ability to relate clearly, hospitably, attentively and discreetly with a range of people and needs we encounter in a church office.
- Basic bookkeeping knowledge.
- Ability to climb stairs and lift at least 20 pounds.
- Must have work-related experience and/or college degree.

How to Apply

Please submit a cover letter, a resume, and three references to sarongraysharbor@gmail.com. We will be conducting interviews in the beginning of September with a hope of hiring a person by mid-September. Thank you for considering this position.