

Position Description

Administrative Assistant/Bookkeeper

Introduction:

This is the description of duties and responsibilities for the position of Administrative Assistant/Bookkeeper and is intended to describe the general value and level of work to be performed by the employee in that position. This job description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person filling this position. It is extremely important that this document be updated and that it accurately defines the employee's duties and responsibilities. If an employee finds his or her description to be inaccurate in any way, he or she should contact the Pastor or the President of Church Council.

Title: Administrative Assistant/Bookkeeper

Reports to: The Pastor and Executive Team

Hours: This is an hourly position Monday-Friday not to exceed 28 hours a week.

Supervisory Responsibilities: Volunteers. No direct responsibilities of St. Matthew's staff.

Position Summary

The Administrative Assistant/Bookkeeper occupies a position of trust, discretion, and confidence with respect to the Pastor, staff, the congregation, and the public. She or he shall have the responsibility for the St. Matthew's Church office, supporting the efforts of the Pastor, other church staff, the Council, and the congregation in the furtherance of the vision and business of the church. She or He will also provide accurate and transparent financial record-keeping.

Job Responsibilities

The duties and responsibilities of the Administrative Assistant/Bookkeeper are extensive in number and broad in scope.

- Provide reception (in-person and/or phone or email) in a compassionate manner and redirect those seeking assistance to the appropriate personnel or programs.
- Meet regularly with the Pastor to establish work plans and provide support to weekly and special worship services including preparation and copying of the service bulletin, assisting in the preparation of PowerPoint components of the service, etc.
- Maintain the confidentiality of church personnel, church business, church members/adherents and others who see the Pastor.
- Organize and maintain the centralized storage of all church documents such as session documents, personnel handbooks, and Office Procedures and Reference manual.
- Maintain and keep current all components of the church website, to include upcoming worship bulletins, future events and announcements, recent photos and videos, historical/archival information etc.
- Ensure the efficient operation of the Church office by word processing, typing, photocopying, faxing, entering information provided into PowerPoint presentations,

ordering office supplies, care of office equipment (copier, computers, etc.), maintenance of bulletin boards and electronic signage, offering initial hospitality to members and visitors, etc.

- Maintain accurate and transparent financial records.
- Responsible for the data entry and tracking of income sources such as tithes, donations, and grants in our financial systems.
- Properly record and manage all expenses including all receipts, disbursements, annual budget data, and pledge accounting records.
- Prepare and distribute monthly financial statements and monthly bank reconciliations.
- Prepare and execute year-end closing transactions.
- Research and retrieve receipts from staff and volunteer credit card users.
- Prepare monthly credit card journal entry according to budget categories provided by staff and volunteer credit card users.
- Attend weekly staff meetings.
- Perform other duties as assigned.

Qualifications and Experience

- Post-secondary education in office occupations/administration, business, finance, information management or similar.
- 2-4 years' experience managing an office and overseeing financial records.
- Attention to detail and organization.
- Appropriate attention to discretion, confidentiality, and protection of information.
- A willingness to learn and apply new skills.
- Should be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Should be a self-starter, good at multi-tasking and prioritizing projects.
- Strong computer skills with a solid working knowledge of Microsoft Office, including Word, Excel, PowerPoint, Publisher, Outlook, and ability to work with graphics.
- Experience with electronic file storage and familiarity with cloud storage systems such as Google Drive or Drop Box.
- A high standard of grammar and spelling as these pertain to written correspondence and verbal communication
- Solid understanding of accounting principles.
- Expertise using bookkeeping software such as QuickBooks.
- Successful completion of criminal history records check.

Compensation

- \$20.00 per hour
- 28 hours a week; Monday-Friday
- Non-benefitted
- Mileage compensation will also be provided for necessary supply runs.