

First Baptist Church Office Administrator Part-Time Ministry Position

General Job Description:

Perform a variety of receptionist, secretarial, and bookkeeping tasks accurately and promptly to ensure the smooth running of the church.

- **Receptionist tasks:** answering the phone, checking email, answering the door, filing and photocopying are approximately 10% of the job.
- **Secretarial tasks:** preparing the weekly bulletin, uploading the weekly bulletin to the website, preparing the monthly calendar, preparing the yearly Church Directory, typing correspondence, typing agendas, typing minutes, and purchasing office supplies are approximately 35% of the job.
- **Bookkeeping tasks:** processing incoming invoices, writing checks, doing payroll, keeping books in the PowerChurch computer program, balancing the books monthly, and preparing monthly and yearly financial reports are approximately 55% of the job. Please note that this is a one-person office, and you must be able to carry out all tasks by yourself.

Qualifications:

- Must be a member in good standing of a like-minded church
- Excellent interpersonal skills are required
- At least five years of work experience is required, preferably in an office environment
- Bookkeeping experience or education is required
- Excellent computer and keyboarding skills is required
- Knowledge of a variety of computer programs such as Excel, Word, Publisher, PowerPoint and PowerChurch is required

(If you need information on PowerChurch before you apply to meet this requirement contact Pastor James)

- Able to work independently while following general directions required
- Ability to keep the information strictly confidential required
- The ability to be organized and multi-task is essential
- A Careful and accurate worker required
- Problem-solving skills required
- Police check required upon hiring
- High School graduate is required; although a College or University graduate is preferred

Responsible To: Senior Pastor

Hours: up to 28 per week

Wage: \$17.50

Applications: To apply, please send a brief cover letter, your resume and three references to Pastor James Thomas by email at pastorjames@fbcssm.org. Only suitable candidates will be contacted.