

Ogden Memorial Presbyterian Church

Title: Office Administrator / Bookkeeper

Purpose: To provide a wide variety of administrative services to the Pastor, to committee and board chairs, and to coordinate and communicate with pre-school and other organizations; and to provide bookkeeping and payroll services.

Accountability: The Administrative Assistant is accountable to the Pastor.

Responsibilities: Produce, reproduce and collate documents for Sundays worship services, special services, for congregational meetings held twice each year, for the monthly newsletter, and other similar events as needed. Post notices for semi-annual congregational meetings.

Keep membership directory updated in the beginning of each year. Reproduce copies for distribution to church members in the fall of each year.

Answer telephone calls, respond to requests for general information and/or direct calls appropriately. Have telephone contact with committee chairs and church members as necessary as well as the pre-school and other organizations. Have telephone contact with clergy and office staff of other churches in the area as necessary.

Maintain church calendar. In consultation with the Pastor and chair of Mission & Stewardship Committee coordinate requests for building use; communicate with groups requesting building use.

Oversee the maintenance of the church's office equipment; maintain office files; order and purchase office supplies.

Obtain approvals, pay church bills, and record expenses in church record books.

Provide staff payroll services.

Perform other duties as assigned.

Relationships:

The Office Administrator is supervised by the Pastor. Performance and adequacy of compensation reviews are to be conducted annually by the Pastor and Personnel Committee.

Hours:

The position requires working on site, 25 hours per week, M-F, from 9 am to 2 pm.

Timing: The position will become available in April 2018.

Qualifications/Required:

Candidate must be able to communicate clearly, tactfully, efficiently and effectively with

people.

Candidate must have effective organizational skills.

Candidate must have working knowledge of or ability to learn Microsoft Office, Word, and Excel.

Candidate must have experience with or ability to learn web site administration and social media administration.

Candidate must have experience or ability to learn bookkeeping and payroll operations and accounting systems.

Candidate must be able to work well with minimal supervision

Desired: The preferred candidate has 3-5 years' experience working in an office environment.

The preferred candidate has experience working with Church Windows or web-based church accounting products.

Contact:

Interested candidates may contact: ogdenmemorial@verizon.net Attn. Kathi.

Document Date: February 21, 2018