

## Office Administrator

### Job Description

The Part-Time Administrator supports the ministry of the church by maintaining accurate financial records, managing office operations, and ensuring effective communication throughout the congregation. This role requires confidentiality, accuracy, and professionalism in handling sensitive information and church resources. The Administrator is supervised by and reports to the pastor, with oversight from Board of Managers and Treasurer for financial duties.

**Pay/Hours:** approximately 10 hours per week, \$20 per hour, salary and Social Security

**Work Location and Schedule:** Church office, on a regular schedule to be established with pastor

#### **Qualifications:**

Strong organizational, administrative, and communication skills

Ability to take on tasks proactively and work independently as well as taking direction from others

Ability and commitment to handle confidential and sensitive information responsibly

Familiarity with office and social media software

**Pre-Hire Requirements:** Must agree to and pass criminal and financial background checks paid by employer

#### **Duties and Responsibilities**

##### **Communication**

Under the direction of the pastor or designee, actively maintain the congregation's website and social media presence, keeping them up to date.

Handle all congregational mail, email, and other communications, relaying them to the proper person.

Handle all phone communications, relaying them to the proper person.

Maintain weekly postal mail contact with at-home members & friends.

Assist with compiling, distributing, and printing (when necessary) reports for church business meetings.

### **Financial**

Serve as primary contact with the bookkeeper, communicating with the Treasurer and others as needed.

Scan and upload documents for the bookkeeper as needed.

Prepare and make weekly deposit.

Ensure that expenses paid by credit card are assigned to the correct budget code.

Process bills and check requests, including getting approval from the proper church authority and assigning the expense to the proper budget code.

Record designated, memorial, and honorarium gifts.

Print checks, get proper signatures, and see that checks are delivered to recipients.

### **General Support**

Manage office supplies and other items, such as worship supplies.

Help maintain office equipment.

Assist ministry leaders as necessary with clerical or administrative support.

Alert church leadership when additional support is needed; work with volunteers to address needs efficiently.

Maintain congregational files.

Maintain confidentiality and collegiality.

Other duties as assigned.

This job description is not inclusive of all the job will entail on a daily, monthly, and yearly basis centering on the life and rhythms of the church; it will adjust depending on the needs of the church, the qualifications of the hired candidate, and feedback from the candidate and their supervisor.

Send a letter of interest and contact information to [apply@ginterparkbc.org](mailto:apply@ginterparkbc.org)