

Position:

Administrative Assistant/Bookkeeper-First United Methodist Church- Lombard

The Church Administrative Assistant serves under the direct supervision of the Senior Pastor, to manage all activities of the main church office and perform administrative duties related to the church's operation. This is a part-time position – 20 hours a week

Responsibilities:

Subject to review and adjustment in conjunction with the Lead Pastor, Staff Parish Relations Committee (SPRC), the following constitute the major responsibilities of the Church Administrative Assistant/Bookkeeper

ADMINISTRATION

- The Administrative Assistant reports to and is directed and supervised by the Lead Pastor.
- The Administrative Assistant reports to the church treasurer, for church bookkeeping duties.
- Design and prepare church publications, bulletins, pictorial directories as needed.
- Keep church calendar updated.
- Secure and file church records and meeting minutes.
- Collect and distribute mail.
- Supervise the maintenance of Church office equipment.
- Maintain church records including membership database.
- Greet visitors to the church office
- Handle miscellaneous details.
- Maintains open communications for the church office by efficiently collecting and delivering information to appropriate individuals and groups of the church relating to events, the church calendar, scheduled activities, enews. Ensures that telephone and electronic communications are responsive and working.
- Ability to maintain a strict level of confidentiality.
- When called upon; is responsive in emergencies.
- Provides valuable office, administrative and reminder support for staff, volunteers, and church leaders in their work for the church.
- Highly responsive when assisting the Lead Pastor in their work and is supportive of goals, vision, responsibilities, ministry, and operation of the church.
- Is capable, trustworthy, caring and inspires confidence and goodwill among others. Is professional, respectful, and courteous. Also, self-motivated, able to work independently without supervision, good at multi-tasking and prioritizing projects

BOOKKEEPING

- Keep track of accounts payable payroll and pay taxes.
- Reconcile the bank statements.
- File invoices and related paperwork

QUALIFICATIONS

- 1 to 2 years' experience performing administrative duties. Minimum High School diploma; preference college degree
- High level of proficiency with MS Office products including Outlook, Word, Excel, PowerPoint, Publisher, and video conferencing & Quick Book. And some level of knowledge with Adobe, Media Shout, Constant Contact.

- Knowledge of administrative procedures required.
- Knowledge of basic arithmetic to make calculations, balance and reconcile figures, and make changes accurately.
- Excellent verbal and written communication skills.
- Efficient and effective organizational skills.

All offers of employment are subject to the applicant successfully completing background, reference, and other applicable checks. Please email resume and cover letter to office@firstumclombard.org