

CHURCH OFFICE ADMINISTRATOR

Alma United Methodist Church
501 Gratiot Avenue
Alma, MI 48801
almaumc.com

Job Description

I. GENERAL EXPECTATIONS: To assist the Pastor in furthering the mission and ministry of the church by demonstrating:

- A. Professionalism, exhibited by well-groomed appearance, conscientious work ethic, teachability and accountability.
- B. The ability to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- C. Discretion, and a respect for confidentiality.
- D. Strong communication and administrative skills, and the ability to work independently without supervision.
- E. Proficiency in MS Office, accounting software, use of the internet, email, and social media (Facebook, YouTube, etc.).

II. SPECIFIC EXPECTATIONS: The Church Office Administrator/Bookkeeper will oversee the daily operations of the Church Office. Specifically, s/he will:

- A. Assist with accounting duties, including:
 - a. Maintain financial records by recording income and expenses and updating member information.
 - b. Complete and submit financial reports
 - c. Prepare checks to pay all invoices due and notify authorized signer of their preparation
 - d. Submit payroll to accountant.
 - e. Enter debit card transactions.
 - f. Other duties as assigned
- B. Maintain an orderly and attractive office reception area
- C. Maintain regular office hours (TBD by Pastor)
- D. Order office supplies and maintain office equipment

- E. Organize and maintain the church calendar, in-office and on-line
- F. Process and distribute daily mail and e-mail messages and other correspondence
- G. Screen and route all incoming calls, and respond as needed to voice messages
- H. Type, proof, print and finish weekly worship bulletins and Connection Cards
- I. Prepare worship PowerPoint presentations.
- J. Assist the Pastor with website and social media communications.
- K. Assist with the publication and distribution of church communications, including but not limited to annual reports, updating and preparing church literature, special communications, email reminders and weekly updates.
- L. Keep accurate membership records in cooperation with the Membership Secretary, (new members, baptisms, weddings, deaths, etc.)
- M. Maintain worship attendance records and track visitors
- N. Maintain the electronic records of church records, including Administration Board minutes, Annual Conference forms, and end-of-year forms
- O. Other duties as assigned by the Pastor