

Job Description Part-Time Administrator

Reports To: Senior Pastor (with oversight from the Board of Managers and Treasurer for Financial Oversight and Procedures)

Hours & Pay: 15 - 20 Hours Per Week, \$16 - \$20/hour (based on experience and knowledge of job functions).

Work Locations: Church office at least 2 days per week (Mondays & Fridays preferred), other work locations can be flexible.

Benefits (after 90-Day Probationary Period): Cellphone Stipend, Paid Time Off, 10% of annual salary contributed to a 403(b) Retirement Plan, Group Life, and Long-Term Disability insurances.

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

Position Summary

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.

Basic Qualifications

1 - 2 years' experience and proficiency with financial /accounting software (i.e. QuickBooks or Realm) and general computer and office technology.

1 - 2 years' experience in bookkeeping, accounting, or financial administration.

Ability and commitment to handle confidential and sensitive information responsibly. Strong organizational, administrative and communication skills.

Preferred Qualifications

3 - 5 years' experience and proficiency with financial /accounting software (i.e. QuickBooks or Realm) and technology.

3 - 5 years' experience in bookkeeping, accounting, or financial administration. Familiarity with church operations and procedures.

Duties & Responsibilities

Financial Administration

- Serve as the primary contact for financial record-keeping and reporting.
- Prepare and make weekly deposits.

- Enter and reconcile individual contributions and transactions in the financial system.
- Assign credit card, receipts, and other expenses to the correct budget codes.
- Process bills and check requests, securing required approvals.
- Print checks, obtain signatures, and distribute payments.
- Disburse church funds in line with the budget, policies, and financial procedures.
- Coordinate semi-monthly payroll and ensure compliance with tax reporting.
- Record designated, memorial, and honorarium gifts.
- Allocate interest to interest-bearing accounts monthly or as needed.
- Provide monthly financial reports to the Treasurer, Board of Managers, Staff, and Congregation.
- Prepare and distribute quarterly and year-end giving statements.
- Assist with annual budget preparation and keep leadership informed of financial standing.
- Assist in pledge card preparation, collection, and reporting.

Communication & Office Administration

- Available to members & friends when working in church office.
- Maintain and update the church website and social media presence under the pastor's direction.
- Manage church mail, email, and phone communications, forwarding to appropriate parties.
- Maintain congregational files and records with confidentiality.
- Manage office and worship supplies and assist with office equipment maintenance.
- Weekly postal mail contact with At-Home Members & Friends.
- Provide administrative support to ministry leaders and staff as needed.
- Attend Staff, Board of Managers, Congregational Business Meetings, and other meetings when requested.
- Light janitorial duties including, but not limited to, emptying trash, weekly vacuuming of office, classrooms, and reception areas, along with cleaning restrooms.

Other Duties When Needed

This job description lists many of the details and roles of the Part-Time Administrator, but it 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. This job description is a "living document" that can and will adjust depending on the needs of the church, the qualifications of the hired candidate, and feedback from the candidate and their supervisor. Overall, the Part-Time Administrator's role and work product will wholistically support the vision, mission, and values of the church.