

Job Description –  
Church Office Administrator/Bookkeeper

## Faith Lutheran Church, Leavenworth, WA

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### **GENERAL SUMMARY:**

Provide administrative and bookkeeping services to the Church and support to the Church Council and Pastor.

### **POSITION DESCRIPTION:**

Reporting to the Council President under the direction of the Treasurer and the Pastor, the Church Office Administrator/Bookkeeper plays an integral role in ensuring that the church ministry and office operations are working effectively. The Church Office Administrator/Bookkeeper requires a self-starter that has a broad skills portfolio including the ability to work compassionately with those who contact the office. The Office Administrator / Bookkeeper is an active participant in the success of our church who helps us achieve our intermediate and long-term goals. He or she is a solutions finder, who works joyfully, knowing this is more than just a job, but a way to serve as a part of a team.

The Church Office Administrator/Bookkeeper works closely with:

- The Council President, Treasurer and Pastor.
- Members and attendees of the congregation on a variety of issues.
- Church Council consisting of elected Council Members.
- Council appointed committees (Worship, Stewardship, Endowment, Property, & Immigration Justice)
- External entities, including but not limited to: our denomination, local government, other churches, and contracted service providers.

### **RESPONSIBILITIES:**

Maintains the day-to-day function of the office including but not limited to:

- Answers phone calls, voicemail and emails.
- Provides administrative support to the Pastor, Treasurer, council, committees, small groups, various ministries, congregants, and volunteers.
- Maintains and files financial and other records related to church operations.
- Assists with scheduled uses of facilities for events, meetings, etc. (when in-person)
- Schedules and updates office and Google calendars.
- Helps ensure information is distributed by updating the church website, mailing lists, email and calendars.
- Prepares, publishes, prints and distributes the weekly bulletin and special occasion bulletins in a timely manner, in coordination with the Pastor.
- Responsible for the daily organization and appearance of the church office.
- Coordinates maintenance of all office equipment and computer systems.
- Maintains employee records.
- Maintains electronic files for church using Google Docs, Google Sheets, Excel and Word.
- Forwards weekly letter and audio files from the Pastor via email to the congregation.
- Assists Virtual Worship team with weekly YouTube service and produces Readings and Hymns PDF document for distribution.
- Records weekly contributions and receipts,
- Prepares checks and pays vendors.
- Processes payroll,
- Maintains accounts and bank statements,
- Prepares a weekly giving summary, quarterly payroll reports, and monthly financial reports. Assists in the preparation of year-end financial reports and development of annual budget.
- Prepares and files 1099's, W-2's and payroll, quarterly and annual taxes.
- Participate in a yearly church audit.
- Balance checking accounts and investment accounts and submit reconciliation.

### **OTHER ONGOING RESPONSIBILITIES AS REQUIRED:**

- Serve as the first point of contact for individuals requiring Pastoral Care.
- Oversee the church website, Facebook page, and other forms of communication including print media for internal and external audiences.
- Maintain software, worship and other “copyright” licenses. Such as One License and Sundays and Seasons.
- Submit yearly Annual Congregational Report to the ELCA.
- Prepare and compile documents for the annual meeting as directed by the Council President, Treasurer and Pastor.
- Assist Pastor with weddings and funerals as requested.
- Provide basic troubleshooting and maintenance for office equipment and coordinate repair as needed.
- Maintain the telephone voice mail system, and key distribution.
- Maintain office supplies and distribute mail.
- Coordinate with church musician for annual piano tuning.

### **SKILLS AND QUALIFICATIONS:**

- Possess the spiritual gifts of administration and service to others.
- Must have excellent command of English. Ability to speak other languages is an asset.
- Must have demonstrated the ability to protect confidential information, to create effective relationships with a wide variety of stakeholders.
- Must have experience with
- Knowledge and use of technology and social media and website maintenance.
- Experience with desktop publishing.
- Must have at least 2 years’ experience working in an office in a similar role with demonstrated abilities to:
  - Maintain a filing system and coordinate an office of comparable needs.
  - Create documents for publication in print and on-line.
  - Perform basic computer troubleshooting and routine maintenance of office equipment.
  - Type at least 50 WPM
- Obtain and maintain a satisfactory police background check.
- Excellent verbal and written communication skills.
- Knowledge of computer systems, including Word processing, electronic communication software, including the following programs: QuickBooks, Microsoft Word, Microsoft Excel, Microsoft Outlook, Google Suite, and others not listed, as needed.
- Strong organizational and data input skills.
- Able to prioritize and multi-task, using good time management skills.
- A minimum of a high school diploma required.
- Experience with fund-based accounting, account reconciliation, tax and financial reporting.
- Attention to detail and precision in account reconciliation and report generation.
- A commitment to good interpersonal relationships, teamwork and support of church ministries.

### **SCHEDULE AND COMPENSATION:**

This is a part-time position at 12.5 hours per week/50 hours per month. This position is not eligible for benefits beyond State of Washington paid sick leave.

Wage is \$20.00/hour.

Start date: As soon as possible.

The church will compensate time for any training necessary.

TO APPLY, PLEASE SUBMIT THE FOLLOWING:

- Cover letter of application. The letter should address work experiences as outlined in the job description.
- Current resume.
- Three references. Please provide the name, address, phone numbers and email address for each of your references.

SEND ALL REQUIRED DOCUMENTATION TO:

**Faith Lutheran Church**  
PO Box 418  
Leavenworth, WA 98826  
Telephone: 509-548-7010  
Fax: 509-548-7010  
Email: FLCleavenworth@gmail.com

Please submit documents in .doc, .docx, or .pdf file format.

Cover letter, resume and references will be accepted until March 5, 2021.