

SAINT CLAIR UNITED METHODIST CHURCH

PART-TIME OFFICE ADMINISTRATOR

Are you a self-starter with a great work ethic and possess the need to succeed? We are looking for someone who is a committed Christian and is actively involved in the ministry of their church. If you would like to work part-time somewhere that is here to make a difference, we would love to talk with you.

The Saint Clair United Methodist Church is looking for a Part-Time Office Administrator. This person would possess the skills needed to successfully support the Church's mission and the continued administration and ministry of the church. The Office Administrator will work under the direction of the Pastor and where appropriate, the Treasurer.

Duties:

- Serve as receptionist, making and receiving phone calls and emails. You are the face and voice of the church.
- Exercise tact, courtesy, diplomacy and confidentiality in receiving persons whether face to face or by telephone or email.
- Act as required during the absence of the pastor in making decisions or taking any necessary action that does not require supervisory approval.
- Perform general office tasks including, maintaining supplies, files, mailing lists, statements and records of meetings. Maintaining the bulletin board with up-to-date information and keep an updated, current phone file. Prepare weekly worship bulletins, bulletin inserts, newsletters and other flyers and publications as needed with graphics. (both in print and electronic form)
- Perform Fund Accounting using Church Windows, ledgers, financial reports and other technology. Enter all expenditures and receipts including offerings and print financial statements monthly. These books will be available for inspections at any time and are kept in the church office. Track bills to be paid and draft checks for signatures.
- Keep calendar of church events.
- Process mail items while preparing routine answers without direction for approval and signature. Also answer routine letters in the absence of the pastor.
- Direct the preparation and distribution of the church newsletter and bulletins as well as other correspondence, as directed.
- Maintain church vital records including records of baptism, membership changes, weddings, funerals, visitor attendance and cemetery records.
- Other duties as directed by the Pastor.

Qualifications:

- Skills and experience in office work including bookkeeping.
- Be proficient in computer skills including software programs and hardware equipment.
- Organization and prioritization skills to work effectively and efficiently.
- Demonstrate excellent written and verbal skills always in a positive manner.
- Customer service skills as you will be working directly with the public.

Hours/Accountability:

This is a part-time position salaried position. You will be working 3 days during the week, 8 hours each day. As a benefit, we do provide 10 days of paid vacation a year.

There are periodic reviews of benefits and salary. Adjustments may be reviewed and made to these items.