

Office Administrator, Christ the King Lutheran Church (Altoona, IA)

This is a part time position – approximately 15-20 hours per week, with some flexibility permitted in scheduling hours with advance approval. Starting pay - \$18/hr.

SUMMARY/PURPOSE

Under general supervision of the pastor or designated officials, performs a variety of specialized financial and other support tasks in service to the congregation and pre-school. Performs related work as required.

KEY RESPONSIBILITIES

Provides input on finances for communication to Treasurer, Parish Planning Council (PPC) and congregation as requested.

Process and records weekly offerings; prepares and record deposits except when volunteer counters do so. Prepares quarterly and annual reports of individual member contributions and distributes them. Orders and distributes contribution envelopes for the upcoming year.

Performs weekly, monthly and annual accounting responsibilities, including journal entries, specific charges/transfers, general ledger analysis, bank account reconciliations, etc.; posts appropriate year-end journal entries.

Communicates regularly and coordinates financial record keeping with Treasurer. Prepares monthly financial statement analysis, board expenditure reports and various spreadsheets that provide information for Treasurer and PPC, and for Bi-annual congregational meetings.

Prepares annual statistical reports for Christ the King Lutheran Church and Children of Christ Preschool, as required by the LCMS Synod and Iowa District West. In addition, provides updates of council members and elders to the synod and IDW.

Maintains church financial records and pays bills; performs payroll tasks for payment of staff, and payroll taxes. Ensures payroll is submitted in accord with Ministry Works, and retirement account contributions are prepared and processed in accordance with Concordia Plan Services.

Processes registrations and tuition for church Pre-School, Vacation Bible School, or other.

Completes purchase orders and processes payments for church related expenses.

Receives church phone calls, emails, and visitors; answers general inquiries and refers others to pastor, pre-school staff, or church officers as appropriate.

Prepares church bulletins/periodicals for Sunday and other worship services as requested; coordinates contents and additions with pastor. Maintains church records (attendance, guest

registration, member records and follow up, etc.) and periodically publishes and distributes member list. Processes information regarding baptisms, new members, member transfers, etc.

Maintains and orders church office, Sunday School, VBS, and worship supplies. Assists respective board director or officer with special purchases (e.g., equipment). Contacts appropriate vendors for servicing and maintaining office equipment when requested.

Performs other duties as necessary to maintain church office operations, such as overseeing the church calendar for reserving the church and church fellowship hall, picking up and delivering/sorting mail, running errands, photocopying, collating, filing, distributing materials,

COMPETENCIES

Knowledge of basic accounting principles and procedures. Knowledge of QuickBooks is strongly recommended.

Knowledge of church finances, budget and recordkeeping.

Knowledge of church terminology as related to finances.

Knowledge of general office protocol and operation.

Knowledge of English, grammar, spelling and punctuation.

Ability to maintain confidentiality in all aspects of church business and member concerns.

Ability to communicate tactfully and courteously with church members, the public and others.

Initiative to plan and organize tasks in accord with priorities and potential interruptions.

Proficiency in PC use, and software related to position duties (e.g., Quick Books, Excel, Word, Publisher, Google applications [email, distribution lists, forms] etc.).

QUALIFICATIONS

High school diploma or equivalent and minimum of two years of experience which included basic accounting practices, procedures, and relevant software.

Ability to pass background check and be bonded.

Ability to perform job duties independently and if applicable, with reasonable accommodations that may be necessary.