

## **Administrative Asst with Bookkeeping**

Good Shepherd Presbyterian Church

**Full-time – 30 hours per week**

### **Summary**

PURPOSE Good Shepherd Presbyterian Church (GSPC) is looking for an exceptional Administrative Assistant with strong Bookkeeping experience to join us in the adventure of ministry. The person we seek will be energetic and committed to teamwork while being responsible for processing and maintaining accounting books, databases, and administrative support for the church. The successful candidate will have experience and an understanding of the required confidentiality required for this sensitive position. This position reports the Business Manager.

### ESSENTIAL FUNCTIONS

#### Financial

- Process Accounts Payable, including obtaining all necessary approvals
- Prepare weekly cash bank deposit and maintain petty cash
- Enter all Sunday Offerings into contribution system
- Prepare semi-monthly payroll and submit payroll taxes
- Process payment and entry of all credit card expenses
- Prepare quarterly congregational contribution records
- Prepare monthly budget & expense reports for Ministry leaders
- Prepare special communications for memorial giving

#### Administrative

- Maintain and update CMS database, creating reports as needed
- Back-up receptionist in answering phones and handling guest inquiries
- Oversee and maintain web/online content including e-mail blasts
- Coordinate design and production of church bulletins, ads, banners, etc.)
- Coordinate elder retreats and educational events
- Coordinate New Members Class with Membership Elder
- Prepare correspondence and other written communication for the pastors
- Assist in preparing wedding and memorial programs, and assist Deacons as necessary in the coordination of event.

#### Other duties as assigned

### QUALIFICATIONS

3-5 years of experience in payroll, accounts payable and general ledger accounting knowledge and skills, in a non-profit environment preferred.

3-5 years of experience in automated accounting and database programs and ability to retrieve reports

Ability to use Microsoft Office proficiently and ability to design and produce online and print publications

Ability to use general office equipment

Proven ability to communicate and work with diverse personalities and age groups

This position will pay between \$18-22/hour. Any interested candidates should submit resume to [gspcresumelosal@gmail.com](mailto:gspcresumelosal@gmail.com)