

Lakeside United Methodist Church, 2333 Hilliard Ave. Henrico, VA 23228

Job Description

Part-Time Administrative Assistant / Financial Secretary

Who we are: Lakeside United Methodist Church is a warm and welcoming community of believers. We believe that church is the place where imperfect people can come together to wrestle with faith, ask hard questions, and even express our doubts as we trust in God's grace to sustain us. We envision Lakeside United Methodist Church to be God's HANDS in our community and beyond: Hospitable, Always faithful, Nurturing, Discipleship, Service.

Position Description: Greets visitors (by phone and in person) and performs daily administrative tasks in effort to maintain an organized and harmonious workplace environment. Position reports to the Pastor, in cooperation with the Staff Parish Relations Committee. This position works closely with church staff, vendors, church leaders, and the community about all aspects of church life. Requires 28 hours/week in-person with paid sick and vacation leave. The starting pay range is \$30,500 to \$32,500.

Qualifications & Requirements:

- High school diploma required, higher education degree preferred;
- 3-5 years in an administrative position;
- Computer skills: intermediate to advanced skills in Microsoft Office; proficiency with accounting software; and familiar with graphic design principles for web and print;
- Familiar with Constant Contact (or similar communications platform) and designing/scheduling mass email; and
- Ability to take instruction, work independently, and work under deadlines.

Experience, Abilities and Skills

- Multi-tasking and organizational skills are essential to this position.
- Discretion is essential. The position handles sensitive giving, prayer, and other information to assure confidentiality, sharing with only those who need to know.
- Interruptions are frequent; must be able to maintain focus and organization in the presence of other conversations and activity.
- Ability to be professional while also empathetic when answering phones and dealing with the church family and community is needed.
- Your creativity will be used for creating bulletins, and editing the monthly newsletter.
- Computer literacy - ability to use Microsoft Outlook, Word, Excel and Publisher is required. Proficiency with graphic design software and online tools such as Canva is a plus.
- ProPresenter is used to create and update announcements, scripture, and hymn slides for worship services.

The following responsibilities are a general description of regular duties and responsibilities and is not meant to convey the full scope of expectations.

Communication:

- Greet all who enter the administrative offices, by phone or in person.
- Retrieve and distribute mail daily, responding as necessary.
- Keep church website up-to-date (including calendar), maintain organization of church events.
- Attend weekly staff meetings and share information as needed. Distribute copies of calendar weekly for review.
- Coordinate mailings as needed (stewardship, notes from pastor, newsletter).
- Gather information for the monthly church newsletter (print and email). Design the look, edit the layout, and email the correspondence monthly.
- Work with the Council Secretary in maintaining the Council minutes in notebooks and files.
- Maintain the office copier, supplies, organization, and filing.

Administration:

- Manage attendance, visitor, giving, and event information using Tithely Church Management Software (formerly Breeze). Maintain database information as changes occur.
- Manage access to the church using security camera at entrance way.
- Produce and order materials for ministry events throughout the year.
- Use ProPresenter to create and update announcements, worship, and hymn slides for Sunday service.
- Prepare certificates for Baptisms, Confirmations, Marriage and any letters of transfer.

Financial:

- Enter vendor accounts payable, invoices and enter deposit/giving transactions using ParishSoft.
- Record individual giving in Tithely and provide quarterly statements to donors.
- Make deposits and file payroll tax deposits and reports, and maintain other financial records
- When authorized by the church Treasurer, issue checks and maintain order of banking statements.
- Reconcile credit card receipts to credit card statements and properly code them to accounts.

Clerical:

- Maintain regular inventory of office/church supplies and order as needed.
- Develop, edit, and print Sunday bulletins and inserts using Word and/or publishing software (Publisher, Affinity Publisher); also create and print special event flyers/brochures or funeral bulletins as needed.
- Write checks and maintain order of banking statements, billing statements, files and staff/church member reimbursement requests.