

Administrative Assistant  
Faith Lutheran Church of Ormond Beach

12-15 hours per week – set days

Salary - \$12 - \$15 per hour depending on experience

Provide administrative and bookkeeping support for Faith Lutheran Church. Duties include general receptionist, clerical and bookkeeping responsibilities. The candidate will demonstrate a professional church image through in-person and phone interaction.

**The candidate will:**

Handle phone calls as well as in-person visitors to the church. This entails answering any questions including those from church members.

Perform general clerical duties, to include but not limited to, maintaining records, photocopying, faxing, mailing, and filing.

Demonstrate proficiency in Excel and WORD or WordPerfect

Prepare and distribute weekly church bulletins, monthly newsletters and annual reports

Research, price, and purchase office supplies, worship supplies and food/paper supplies for Fellowship Hall.

Possess basic bookkeeping/accounting skills

Willing to learn church software system, which encompasses maintaining finance, member and contribution records.

Work with church treasurer and accountant to ensure the integrity of all financial records and assist in preparation of budget and payroll taxes.

Prepare and distribute monthly newsletters, weekly bulletins, annual reports

Assist the Pastor and ministry leaders as needed

**EXPERIENCE/PERFORMANCE REQUIREMENTS (Knowledge, skills and abilities):**

- Ability to work independently and set priorities
- Ability to maintain confidentiality of sensitive data
- Strong interpersonal skills
- Time management and organizational skills
- Ability to speak, read and write English at the college level
- Ability to work in a multi-task environment
- Minimum of three years of secretarial training or work experience
- Proficiency in word processing and spreadsheet software
- Previous work experience in a non-profit organization, preferred

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Faith Lutheran Church reserves the right to revise this job description as needed to comply with actual job requirements.