

JOB DESCRIPTION

January 13, 2022

Title: Office Administrator/Financial Treasurer

Purpose: To provide Administrative services and recordkeeping of all financial transactions reporting to the Pastor, Council, and organizations of the congregation.

Accountability: Accountable to the Council under the direction of the Pastor.

Office Administrator specific duties include but not limited to:

1. Perform all typing, filing, maintenance of church calendar, and other routine correspondence.
2. Be responsible for office equipment, office supplies and oversee use by others.
3. Maintain schedules, reservations and church permanent records, such as membership and mailing lists.
4. Perform secretarial work as needed for church organizations.
5. Prepare church bulletins, monthly newsletters, fliers, congregational reports, etc.
6. Supervise other staff and volunteers as needed.
7. Follow the attached outline of specific responsibilities.

Financial Treasurer specific duties include but not limited to:

1. Keep financial records of all receipts and disbursements from the various treasuries as approved by the council.
2. Make weekly deposits to the bank and accurately record membership contributions into Church Windows module.
3. Distribute monthly financial reports to the council for review prior to scheduled meetings.
4. Maintain confidentiality of all monetary transactions.
5. Timely and accurate recordings of all governmental requirements.
6. Prepare semimonthly payroll for Council President's signature.

Skills/Qualifications

1. Always act in a Christ-like manner when dealing with people, especially those in the public as a ambassador of Jesus Christ and Zion Evangelical Church.
2. In depth knowledge and proficiency of Microsoft Word, Excel and Publisher.
3. Proficiency in accounting and recordkeeping.
4. Effective skills in interpersonal relations including written and verbal communications.
5. A basic knowledge of office operations as related to the computer, copier and other office business machines.
6. Ability to work with others.
7. The ability to pay attention to detail and to have pride in the work produced.
8. Adhere to the established work hours, detail of duties, and 100% devotion to the job function.
9. The ability to adapt to a challenging and at times changing situation.

Work Hours:

8:30 am to 3:30 pm Monday through Thursday
8:30 am to 12:30 pm Friday
Available for meetings as needed

Evaluation:

Annual Performance review shall be conducted by the Council and Pastor.

Council President

Position Holder

Date: _____

1/13/22 - JOB OPENING

Zion Evangelical Church of Millstadt, Illinois has an opening for the position of **Office Administrator/Financial Treasurer**. Interested persons will need in depth computer knowledge, including Microsoft Word, Excel and Publisher along with accounting skills. Interested persons should respond to zion@zionmillstadt.com with their resume and references, etc. More information is available on the Church website.