

Bookkeeper & Ministry Support Assistant

Reports to Director of Accounting and Human Resources

SUMMARY OF ACTIVITIES

The role of this position is to assist in accounting duties and church office support. This person will also help plan and manage events that take place at Saint Andrew's Chapel throughout the year. This is a full-time position with benefits.

BOOKKEEPING RESPONSIBILITIES

- ▶ Assist with deposit work
- ▶ Perform accounts payable work
- ▶ Prepare journal entries
- ▶ Reconcile bank statements
- ▶ Perform Conservatory bookkeeping duties including student billing
- ▶ Make inventory adjustments
- ▶ Track statistics
- ▶ Assist with projects/research

MINISTRY SUPPORT RESPONSIBILITIES

- ▶ Be available when needed to answer phone and greet people that come in the office
- ▶ Be available when needed to checkout bookstore customers
- ▶ Handle requests for financial assistance
- ▶ Enter worship attendance
- ▶ Enter contact information from new member forms
- ▶ Manage sermon CDs (masters and sales)
- ▶ Complete background checks as needed
- ▶ Price books and place in bookstore
- ▶ Proofread bulletin and make minor edits if needed
- ▶ New Member Class assistance (twice yearly)
- ▶ Assemble Communicant Class notebooks (yearly)
- ▶ Print and assemble Bible study materials on request
- ▶ Proofread website, especially events page, checking links
- ▶ Manage emails to volunteer groups
- ▶ Order and stock office supplies

EVENT RESPONSIBILITIES

- ▶ Schedule events on Google calendar and coordinate with appropriate staff
- ▶ Schedule volunteers to serve at events
- ▶ Arrange for and/or order food for events
- ▶ Communicate set-up needs to appropriate Facilities staff
- ▶ Communicate A/V needs to Sound Coordinator
- ▶ Communicate childcare needs to Children's Ministry Coordinator
- ▶ Work with staff on posters, brochures, or other media needed
- ▶ Ensure that details are available for bulletin announcements

- ▶ Create online registration/sign up forms & monitor registrations
- ▶ Instruct volunteers in roles and procedures for events
- ▶ Oversee decorations and table-settings
- ▶ Be available to remain on-site during events

REQUIRED SKILLS AND APTITUDES

- ▶ Minimum Associates Degree
- ▶ Prior bookkeeping/accounting experience
- ▶ Sage accounting software experience a plus
- ▶ Experience using Microsoft Office with strong background in Microsoft Excel
- ▶ Experience using Google calendar/docs/sheets
- ▶ Ability to negotiate food orders and any contracts needed
- ▶ Good written and verbal communication skills
- ▶ Highly organized, self-starter with attention to detail
- ▶ Able to multi-task and differentiate between priorities
- ▶ Must evidence a godly and exemplary life

SPECIAL REQUIREMENTS

- ▶ Able to work evenings and Saturdays as needed for events