

The United Presbyterian Church in Ingram

30 West Prospect Avenue

Pittsburgh, PA 15205

412-921-2323

www.ingramupchurch.org

Position Available: Administrative Assistant/Bookkeeper

The United Presbyterian Church in Ingram is now taking applications for the part-time position of Church Administrative Assistant/Bookkeeper. This person will provide office support to the pastor and church, prepare the weekly and monthly church communication, and help to maintain the daily finances of the church.

About Our Church:

We are a small church that strives to honor Jesus Christ in the Ingram neighborhood and beyond. We share in weekly worship, small group Bible studies, children's ministries, service activities, and seasonal fellowship dinners - but, most importantly, we share in the Spirit of God!

Qualifications:

- Senses a call to work for and build up the church of Jesus Christ
- Has a welcoming and gracious spirit
- Has a professional work ethic - self-motivated, detail-oriented, organized, and dependable.
- Is able to prioritize and yet remain flexible to the church's administrative needs
- Is competent with Microsoft Office, internet, and email
- Is proficient in using general office equipment – Apple computer, fax, copier, answering machine, etc.
- Has experience with financial record-keeping
- Ability to learn and become proficient with REALM church software program

Schedule and Pay:

This position is part-time, 15-20 hours per week as negotiated with the Pastor as Head of Staff. It is paid on an hourly basis.

How to Apply:

Interested applicants should send their resume along with a cover letter to: **szuminsky@gmail.com** with the subject heading "Ingram Job Opening".

Job Responsibilities

Provide assistance as necessary at the direction of the Pastor as Head of Staff.

Job responsibilities include, but are not limited to the following:

Administrative:

Weekly:

- Answer phones, correspondence, emails, receive mail & other supplies
- Welcome visitors
- Maintain church calendar
- Prepare worship bulletin: order of worship, music inserts, announcements, prayer list, calendar, etc.
- Worship coordination: contact worship assistants (lay leaders, ushers, greeters, nursery & communion assistants as needed), arrange for flowers and other worship supplies as needed
- Log and track worship and other participation attendance
- Maintain and update membership rolls
- Update church website
- Meet with Pastor for direction regarding calendar, worship, ministry teams, finances, membership rolls, etc.

Monthly:

- Prepare Session packets and have completed in Elder's boxes by Friday before scheduled session meetings
 1. Check in with Treasurer and have financials completed by Wednesday prior to meeting
 2. Agenda, reports, building use requests, deacon's minutes, committee reports, etc. to be completed by Friday prior to meeting
- Prepare Deacons' report and agenda and have completed in Deacons boxes by Friday before scheduled meeting.
- Prepare and distribute Newsletter
 1. Have completed by the last Friday of the month
- Under the direction of the Pastor, assist with ministry and program preparations (i.e. Children's Ministries, Youth Ministries, Adult Discipleship & Nurture, Music Ministries)

Yearly:

- Prepare bulletins for special worship services

(i.e. Ash Wednesday, Maundy Thursday, Good Friday, Easter, Thanksgiving, Christmas Eve, funerals, weddings)

- Congregational mailings, promotional materials (i.e. Stewardship)
- Prepare Annual Congregational Report including Annual Budget

Bookkeeping:

Works under the direction of the Pastor as Head of Staff and the Church Treasurer

Weekly:

- Pay bills & other expenses
- Record transactions in check register
- Manage weekly contributions data entry:
 1. Reconcile Counter's figures with your figures, contact bank if necessary
 2. Record donors' contributions into REALM software for each individual's use in their end of year tax returns

Bi-Monthly:

- Manage compensation administration & payroll
- Maintain investment account

Monthly:

- Reconcile bank statement with check register
- Prepare Session financial documents
- Transfer specified funds to special accounts (i.e. Memorial Fund, Deacons' Fund)
- Maintain Memorial Fund records

Quarterly:

- Pay per-capita to Presbytery and record transaction

Yearly:

- Receive and pay special offerings (i.e. One Great Hour of Sharing)
- In conjunction with the Treasurer and the Pastor, prepare the next year's budget forecast—begin work in October
- Prepare year-end Financial Report—begin in November
- Prepare a report of contributions for each individual donor for their use in tax preparation
- Mail out tax documents to donors

Facility Use Coordination:

Works in conjunction with Custodial Staff

- Coordinate the scheduled use of the church facility for church programs and outside groups (i.e. weddings, funerals, Boy Scouts, AA, community requests)
- Coordinate the facilities calendar with the church calendar per Session approval
- Be the liaison between usage groups, Session, Pastor, and custodians to ensure clear communication

- Arrange access to the facility during their scheduled time and date

Approved by Session 3/26/2019