

Office Administrator

Emmanuel Presbyterian Church
1926 W. Chelan - Spokane, WA
509-326-1252

office@emmanuelpres-spokane.org

16 hour work week

\$16/hour (plus 90 day and 6 month reviews with potential for pay increases)

Working independently, while simultaneously part of the Emmanuel team, this position provides financial records (60%) and general administrative support (30%) for Committees & Teams of the church and the Pastor.

Bookkeeping experience and skills, Proficiency in the Microsoft Office Suite – especially Word, Excel and Publisher are critical, Website (WordPress) experience a plus

Maintaining confidentiality, setting and adhering to deadlines, a positive attitude in the midst of interruptions, solid organizational skills and attending to detail are all attributes that will enhance success in this position.

Routine tasks include but are not limited to: (Detailed job description and training will be provided.)

Daily:

- Receive & sort mail – building the calendar and maintaining church records as appropriate
- Answer phones & email
- Assist with Congregational needs like alerting the Building and Grounds committee of facilities issues or the Mission committee of special offerings

Weekly:

- Record receipts and reconcile bank statements
- Update donation records
- Prepare weekly worship bulletin
- Communicate church activities on the webpage, via email/snail mail as warranted
- Attend staff meeting

Monthly:

- Prepare payroll and corresponding tax withholding and payments
- Distribute payments
- Maintain monthly financial records for roll up into quarterly and annual reports
- Maintain church's "permanent records" - membership, church officers, baptisms, weddings, funerals etc.

Quarterly:

- Create quarterly statements for the Session
- Reconcile quarterly investment statements
- Pay quarterly taxes, denominational gifts etc.

Annually:

- Edit and prepare the Church's Annual Report
- Assist the Clerk with the preparation of the PCUSA annual statistical support
- Update and publish the Church directory

Interested candidates please send your resume and contact information to office@emmanuelpres-spokane.org before January 12, 2022.