

**St. Mark's Lutheran Church**

Office Phone: 419-738-3122

302 East Pearl Street, Wapakoneta, Ohio 45895

**Pastor Doug Pretorius**

Mobile Phone: 419-512-4491

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## **Saint Mark's Office Administrator and Bookkeeper Qualifications**

### **Scope of work.**

- Be the office administrator:
  - Handle all the first contact in person, on the phone, by email, and through social media.
  - Liaison with church leaders and members to facilitate church activities.
  - Manage St. Mark's office including filing, record-keeping, attendance, and reporting.
  - Generate all communications written and electronic.
  - Contact vendors for repairs and to schedule regular maintenance.
- Be the church bookkeeper.
  - Record all contributions.
  - Pay all the bills.
  - Maintain the financial accounts in accordance with standard accounting practices.
- Supports the pastor by handling all administrative and financial tasks. Reports to the pastor.

### **Skills needed.**

- Knowledge, acceptance, and participation in Christianity's teaching and practices.
- Warm friendly personality, confidentiality, and trustworthiness.
- Proven experience as an administrative assistant.
- Knowledge of office management systems and procedures.
- Proven experience of good accounting and bookkeeping skills.
- Working knowledge of copiers, computers, and printers.
- Organizational, secretarial, and problem-solving skills.
- Strong computer skills including:
  - Keyboarding and data entry.
  - Mastery of financial data base programs.
  - Mastery of Microsoft Office, including Word, PowerPoint, and Excel.
  - Social media skills, including maintaining and updating Facebook.
  - Ability to learn evolving and new computer programing.
- Video editing skills a plus.

### **Compensation:**

- \$ 18 per hour.
- 20 hours per week, flexible schedule.
- No benefits, but potential for paid vacation and paid holidays.
- Starting ASAP.

**Application:** Send resumes in care of Pastor Doug Pretorius at [PastorDougP@gmail.com](mailto:PastorDougP@gmail.com).