

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

PastorDougP@gmail.com

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 programming.
- 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.