Honeoye United Church of Christ
Job Description

Job Title: Church Administrative Assistant / Bookkeeper

Supervised by: Pastor / Board of Deacons

Reviewed by: Board of Deacons

Job Description: Primary function is to oversee all activities of the main church office and assist the pastor in administrative duties, as well as providing support to Boards, committees, and other staff members of the church, i.e. music, janitorial, etc. A successful candidate will manage finances responsively. They must also keep track of all expenses and revenues, submit payroll to an electronic processor and make informed decisions about where to allocate funds. Reports include bi-monthly financial statements to Church Council and reports for the Annual Meeting.

Administrative Assistant/Bookkeeper Skills and Qualifications:
- **Proficient in QuickBooks Online**
- **Microsoft office skills (proficient in MS Word and Excel)**
- Administrative writing skills and typing skills
- Desire to work in an inclusive and diverse faith community
- Social Media and basic marketing skills
- Basic computer knowledge with some advanced skills
- Reporting skills
- Supply management
- Scheduling
- Basic accounting skills
- Attention to details
- Internet skills, Web site editing
- Paper & Digital File management, including bimonthly backup of computer data
- Professionalism, confidentiality, and organization
- Strong verbal communication skills

Remuneration
- Pay based on experience and background knowledge; 15- 20 hours per week in person.
- The congregation will support the Church Administrative Assistant/Bookkeeper with Christian love and prayers.
- The Pastor will help with guidance and advice.
- If any problems arise with other staff members or congregation members they should be dealt with through the Board of Deacons.

Please indicate your interest in this job before March 17th by submitting a letter of intent and resume to Gwen Rowley: gwendolynt811@gmail.com