

First United Methodist Church - DeRidder Administrative Assistant/Bookkeeper: Job Description

- 30 hours/week (part-time position - times negotiable)
- available immediately
- produce and publish weekly Sunday worship bulletins, church announcements slides, and presentation slides using PowerPoint and other Mac computer programs
- design and distribute monthly Church Newsletters
- maintain and format church wide e-mails, church website, church electronic sign, and social media page
- order and manage all Church Office supplies
- proficient in Word, Excel, and PowerPoint
- familiar with pdf format and Mac programs, such as Pages and Numbers
- schedule and manage Google calendar and Gmail correspondence
- using copier to fax, scan, make copies, print labels and graphic signs, etc.
- coordinate with volunteers to assist in the office
- answer phone and use multi-line phone system
- stay up-to-date with prayer requests, memorials, and honorariums
- complete other small projects for church committees, such as typing up minutes, advertising mission projects, ordering Sunday school books, and Bible Study books
- **strong multi-tasker, self-initiator, and problem solver**
- greet those who walk in the office and address their needs (i.e. completing applications, scheduling appointment with the pastor, purchasing salsa and/or jelly, etc.)
- complete all other assigned duties
- keep records and operate all financial reports on behalf of the church, the Methodist Learning Center, and the Wesley Education Center
- working knowledge of Quickbooks and Windows
- bill payment
- bank reconciliation
- detailed general ledgers to include entry of Accounts Payable, Accounts Receivable, and any prepaid or deferred items
- quarterly financial statements to congregation
- payroll to include preparation of checks and tax related filings
- assistance with preparation of annual budgets
- other requests to be agreed upon by the client and bookkeeper when necessary
- monthly financial statements to the committees



FIRST UNITED METHODIST CHURCH

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Central to DeRidder, Centered in Christ

Our Mission is to Grow and Serve in Christ