



Church Administrative Assistant / Financial Secretary

Position Summary

The Church Administrative Assistant/Financial Secretary provides administrative, financial, and communication support to the church's ministries, staff, and congregation. This position requires strong organizational skills, attention to detail, proficiency with computer applications, and the ability to handle confidential information with professionalism and discretion.

Essential Duties and Responsibilities

Responsibilities include, but are not limited to:

Administrative Support

- Provide administrative assistance to pastoral staff, ministry leaders, and church members.
- Answer, screen, and direct incoming phone calls and correspondence.
- Manage and distribute incoming and outgoing mail, email communications, and phone messages.
- Maintain an organized, welcoming, and professional reception area.
- Prepare documents, reports, correspondence, and church publications as needed.
- Maintain church calendars and coordinate scheduling for church events and activities.

Financial Management

- Record and process weekly contributions and prepare giving statements.
- Manage accounts payable, accounts receivable, payroll, and tax-related responsibilities.
- Reconcile bank accounts and complete monthly financial closeouts.
- Coordinate year-end financial closeout processes by January 31.
- Assist with financial reviews and audits.

Communications and Publications

- Prepare weekly church bulletins, inserts, and sermon notes.
- Manage church social media accounts and electronic signage (marquee sign).
- Assist with church-wide communications and event promotion.

Membership and Attendance Records

- Maintain church membership records, contact information, guest records, and other church data.



- Track and update information related to births, deaths, and other significant member events.
- Coordinate with greeters and ministry leaders to collect and maintain guest information.
- Manage Sunday School attendance and related records.

Event Coordination

- Assist with scheduling and communication for church events, including weddings, funerals, baptisms, festivals, receptions, and special programs.
- Coordinate event details with church staff, volunteers, and facility users.

Office and Facility Support

- Monitor inventory levels and order office and church supplies as needed.
- Prepare purchase orders and process supply requests.
- Maintain organized office records and administrative systems.

Qualifications

- Proficiency in Microsoft Office and other computer software applications.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Experience with bookkeeping, accounting, payroll, or church management software preferred.
- Ability to work effectively with church staff, volunteers, and congregation members in a professional and courteous manner.

Preferred Attributes

- Attention to detail and accuracy in financial and administrative tasks.
 - Strong interpersonal and customer service skills.
 - Ability to manage multiple projects and deadlines simultaneously.
 - Self-motivated, dependable, and team-oriented.
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