

St Paul's UCC Mechanicsburg is seeking an individual to serve as our church's Administrative Assistant. We hope to fill this position by September 1, 2021.

Persons interested can apply via Indeed at this link: [St Paul's Administrative Assistant Position](#)

ST. PAUL'S UNITED CHURCH OF CHRIST MECHANICSBURG, PENNSYLVANIA

The Administrative Assistant is an employee of St. Paul's United Church of Christ, hired by Consistory, working under the supervision of the Pastor and Consistory.

JOB SUMMARY

- The Administrative Assistant is responsible for assuring the timely and accurate completion of all assignments to effectively meet the needs of the church.
- This on-site hourly position is responsible for providing administrative support services to St. Paul's for 35 hours per week.
- The Administrative Assistant provides support for a variety of people such as the Director of Music, Director of Christian Education / Youth Pastor, various committees and members of St. Paul's, prioritizing the work of the Pastor.

RESPONSIBILITIES INCLUDE

- Word processing, copying, correspondence, and keeping of statistical information.
- Receive incoming calls and inquiries. Directs calls to the appropriate church officials and/or members as needed.
- Compile worship/special bulletins, newsletters, all church email and other church related publications as required.
- Complete financial tasks such as pay bills, count and record offering, process bank deposits, process monthly bank reconciliations, process payroll tax payments and reports, prepare the financial reports and provide to the treasurer for review.
- Post transactions on Church Windows ®.
- Work with office equipment such as copier, folding machine, postage meter, phone system, printers, scanner, and security access.
- Email prayer requests. Maintain list on worship bulletin and monthly newsletter.
- Coordinate central calendar for church meeting spaces and activities.
- Maintain administrative records, including membership records and background clearance records.
- Order needed supplies and arrange required services. Ensure that office equipment is in proper working condition.
- Performing other related duties as assigned.

QUALIFICATIONS INCLUDE

- The utmost integrity in the discreet handling of confidential information discerning what level of information groups/individuals need.

- Office and administrative skills.
- Interpersonal skills
- Ability to work independently
- Knowledge of accounting (General Ledger, Accounts Payable, Accounts Receivable, Payroll and Payroll taxes)
- Personal computing skills, including Windows based software.
- Flexibility
- Organizational skills
- Verbal and written communication skills
- Current Pennsylvania child protection clearances
- Familiarity with Church Art® and Church Windows® a bonus
- Prior experience working in a Non-Profit preferred
- Ability to regularly post content to existing church website using Church Designs® and Facebook® page a bonus