

JOB POSTING**OFFICE ADMINISTRATOR****15 JANUARY 2025**

St. Peter Lutheran Church, 17877 W. State Route 579, Martin, Ohio 43445, (419) 836-8903

St. Peter Lutheran Church in Martin, Ohio is searching for an office administrator. Main responsibilities include creating publications, staffing the office, and financial bookkeeping. If interested please send a cover letter and resume including three references to Pastor Matt Musteric at mattmusteric@proton.me. Candidates are encouraged to apply by February 7, 2025, but applications will be accepted until the position is filled.

Office Administrator Job Overview / Basic Responsibilities

Role: To serve the ministry and mission of St. Peter Lutheran Church by being a welcoming presence and completing secretarial, administrative and accounting tasks in a timely and detailed manner

Weekly Office Hours: 15 hours per week: 9:30 am – 2:30 pm on Monday, Wednesday, Friday

1. General Expectations

- Experienced in office, secretarial, and accounting procedures
- Have typing, computer, and filing skills, and the ability to operate office equipment
- Proficient (or willing to learn) Microsoft Word, Excel, and Publisher
- Excellent interpersonal skills
- Respects confidentiality
- Conveys a pleasant, courteous, and helpful atmosphere in the office

2. General Secretarial

- Correspondence: Assisting pastor, congregation council, and ministries
- Prepare weekly bulletins and inserts
- Prepare funeral, wedding, and other special bulletins
- Prepare monthly newsletter
- Mail newsletter and congregational mailings as requested
- Sort mail, keep office and files in order
- Maintain parochial records and church calendar

3. Administrative:

- Update membership roster, mailing list, and congregational directory
- Prepare documents for the annual and regular meetings of the congregation
- Maintain and update flower chart, outside sign, bulletin board, and directory signs
- Maintain maintenance records and contracts
- Order supplies as needed.

4. Financial/Bookkeeping:

- Prepare monthly and annual congregational treasurer's report
- Prepare vouchers for non-routine bills for payment and distribute to ministries
- Pay all routine bills, wages, and taxes, etc.
- Pick up bank deposit bag after deposits
- Balance accounts with bank statements