

PEACE LUTHERAN CHURCH ADMINISTRATIVE ASSISTANT/BOOKKEEPER

Position Title: Administrative Assistant/Bookkeeper

Position Supervisor: Pastor Dawn Lindberg

Supervise other positions? No

Eligible for benefits: No

Date: July 1, 2026

Date hired: ASAP

Hours/week: Part time less than 20 hours

Position Description:

The Administrative Assistant/Bookkeeper is a ministry position whose work is to complete tasks to support the mission and vision of the congregation as directed by the pastor and congregational council. The Administrative Assistant/Bookkeeper will develop and organize information for weekly worship, manage congregational communications, maintain records, manage financial data, coordinate volunteers and act as a point of contact for the congregation.

How does this position support the overall mission of Peace Lutheran Church?

Communicate and support the mission and vision of the congregation by "Growing disciples who Welcome, Worship and Walk with Christ."

List of Primary Responsibilities:

- Point of contact for members and guests
- Data entry and management (Breeze)
 - Weekly contributions, attendance, and finances
 - Maintain membership information
 - Accounts payable/accounts receivable and ledger entries
- Communications
 - Calendar – Place relevant info on church calendar
 - Manage mail and bills
 - Weekly Email Updates
 - Website/social media management
 - Annual Report
 - Other points of communication as needed
- Coordinate volunteers
- Create and copy all bulletins
- Manage office supplies
- Other responsibilities as assigned by pastor or congregational council.

Qualifications:

- Administrative assistant or related work experience
- Bookkeeping experience
- Willingness to learn a variety of technological platforms

Technical Skills:

- Proficient in Microsoft Office, PowerPoint
 - Data entry and management
 - Copyright licensing
 - Competence with social media & website management
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Non-Technical Skills:

- Ability to keep strict confidence
- Friendly, welcoming and non-anxious presence to visitors of Peace
- Conscientious with details and organization
- Willing to take initiative and work independently
- Works well with people
- Ability to prioritize, manage multiple projects and time well

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be constructed as an exhaustive list of all responsibilities, duties and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

If interested in this position, please submit a cover letter and resume to:

By mail:

Peace Lutheran Church
c/o Pastor Dawn
307 W Warren St.
Tomah, WI 54660

Or by email:

peacetomah@gmail.com attn: Pastor Dawn

Deadline to apply July 22 or until filled.