

Wilbraham United Church Part-Time Administrative Assistant/Bookkeeper Position

Position Summary

Wilbraham United Church is seeking a detail-oriented and experienced Administrative Assistant/Bookkeeper to manage the day-to-day operations of our church office while demonstrating a commitment to the mission and values of Wilbraham United Church. This part-time position offers 20 hours per week, incorporating a wide variety of essential duties: reception, office management, bookkeeping, and communication liaison for church staff, leadership and ministry teams.

Key Responsibilities

- Welcome and assist visitors
- Answer phone calls, handle mail and emails
- Coordinate scheduling and maintain church calendars
- Design and prepare worship bulletins, weekly email communications, monthly newsletters, annual reports and other documents as required
- Facilitate communication to and on behalf of the church through our website, social media, print media, email, phone and in-person.
- Maintain accurate databases, files, church records and statistics
- Handle bookkeeping duties, including posting financial transactions to the general ledger; handling accounts payable, including invoices and payroll; tax filings; reporting financial transactions; account reconciliation
- Work jointly with the Church Treasurer and Financial Secretary

Qualifications

- Associate's degree in accounting or business administration, or equivalent business experience
- Knowledge of bookkeeping and generally accepted accounting principles
- Proficiency in computer skills including knowledge of Word, Excel, Google Docs, Adobe, email marketing software, database and website management. *Preference will be given to candidates with a working knowledge of the Church Windows accounting software package.*
- Familiarity with and ability to do basic troubleshooting for office equipment such as computer, copier, printer, scanner and Fax machine
- Strong organizational skills, multitasking abilities and attention to detail
- Excellent written and verbal communication skills
- Ability to work collaboratively and provide a welcoming environment

- Ability to maintain confidentiality and handle situations with compassion, patience and sensitivity
- Experience in administrative support and computer-based bookkeeping required

How to Apply

Please submit a cover letter, resume, and three references to:

alesia.peck@verizon.net Subject: Admin/Bookkeeper or Mail to:

Wilbraham United Church, Attention Alesia Peck; 500 Main St.; Wilbraham, MA 01095