

Job Summary

Wilbraham United Church is seeking a part-time Administrative Assistant/Bookkeeper for 20 hours/week, M-Th, 9:30-2:30. (We are open to discussing adaptable start and finish times.) Supporting the daily operations and ministry of the church, this role serves as a central point of communication and coordination, welcoming visitors, managing calls and correspondence, maintaining records and calendars, preparing weekly bulletins and church communications, supporting the pastor, staff, volunteers, and Church Council members with administrative projects as well as performing bookkeeping duties, including preparing payroll, handling accounts payable and receivable, performing regular reconciliations, tracking in-house shopping card sales and purchases, and inputting online pledge information into the accounting database. The ideal candidate is a person of faith with strong organizational skills, attention to detail, discretion with confidential information, and proficiency in computer skills including knowledge of Microsoft Office (Word and Excel), email marketing software, website management, and database systems (Church Windows experience preferred). This position requires compassion, professionalism, and the ability to work independently while fostering a supportive and collaborative environment. Compensation is \$20/hour. A CORI/SORI check is required. Please provide a cover letter when submitting a resume to pastor@wilbrahamunitedchurch.org

Administrative Key Responsibilities

- Maintain regular and consistent office hours, presenting a welcoming and helpful presence to all who call, email, or visit.
- Ensure confidentiality of all sensitive information.
- Provide administrative assistance to the pastor, staff, volunteers, and Church Council members.
- Receive, screen, and route incoming calls and emails.
- Sort and route incoming mail.
- Ensure that oral communications (both in person and via phone) are relayed to the appropriate pastor, staff, commission, and/or Church Council member.
- Produce the weekly worship bulletin and other publications as needed.
- Maintain the master church calendar for all church activities.
- Communicate requested announcements and information to church members, commission members, and volunteers, as appropriate.
- Prepare and distribute church mailings, weekly email communications, bimonthly newsletters, and annual reports as needed.
- Keep accurate records of membership, pastoral acts (baptisms, weddings, funerals, etc.), and monthly minutes of all commission and Church Council meetings.
- Purchase and maintain office supplies and coordinate the maintenance of office equipment.
- Purchase supplies needed for Sunday coffee hour and various mission projects.

Bookkeeping Key Responsibilities

- Prepare the biweekly payroll using Checkwriters.
- Input check information utilizing the computerized general ledger system and prepare accounts payable checks for review and signing by the treasurer.
- Track in-house shopping card sales and purchases.
- Input online donations and transfer appropriate pledge information into the accounting database.
- Maintain communication and answer inquiries from church members relative to pledges.

Qualifications

- Ability to uphold a work standard of excellence with minimal supervision.
- Strong organizational skills, attention to detail, initiative and responsibility.
- Ability to provide a welcoming environment; people skills. Maturity in dealing with personalities and confidential information.
- Excellent written and verbal communication skills.
- Proficiency in computer skills, including Microsoft Office (Word, Excel) and database systems. May be asked to demonstrate proficiency with a performance assessment.
- Knowledge of generally accepted accounting procedures.
- Experience with administrative support and computer-based bookkeeping.
- Must pass CORI/SORI check.

Benefits

- Paid time off

Education

- Associate (Preferred)

Experience

- Bookkeeping: 3 years (Preferred)
- Microsoft Applications (Word, Excel)
- Data Entry

Work Location: In person

Compensation: \$20/hour