



FIRST CONGREGATIONAL CHURCH
UNITED CHURCH OF CHRIST
400 MAIN STREET
FARMINGTON, NEW HAMPSHIRE 03835
(603)755-4816
www.farmingtonnhucc.org

Date: 8/14/2023

Administrative Assistant and Bookkeeper (part-time)

The Church Administrative Assistant and Bookkeeper is a key member of the church leadership team in maintaining a communications network with the staff, the members of the church, the community and the media. This person assists the Pastor, officers, boards and committees to successfully coordinate the ministry of the church. The expected time is 20 hours per week, with 16 of those hours being in-person at the church office on Mondays, Tuesdays, Wednesdays and Thursdays, 10am to 2:00pm. The remaining four hours may be at home. The actual hours and days are subject to change and will be determined by the Church Pastor and the Board of Trustees. The salary is \$18 to \$20/hr (depending on experience), paid monthly. The applicant will report to, and take direction from, the Pastor or other church leadership as determined by the Board of Trustees.

Background Check and Bonding:

The applicant must be able to pass a standard background check and meet bonding requirements set forth by the church's bonding insurance company.

Professional and Personal Qualities:

- Maintain a professional and pleasant demeanor when talking on the phone or meeting with people.
- Be a self-starter, good at multi-tasking and prioritizing projects, and be able to work independently without supervision.
- Ability to work at an appropriate pace within a variety of circumstances with composure and flexibility.
- Must schedule personal appointments during non-work hours.

Confidentiality:

Maintain strict confidentiality concerning church business. Conversations by church leadership and staff regarding church business, counseling, etc. are considered confidential to the church and should not be repeated to others. Confidential information must not be repeated to others outside of church leadership and officers of the church and then, only on a need-to-know basis.

Experience:

- Strong computer skills, marketing experience and use of social media are necessary.
- Good typing skills with adequate speed and accuracy in preparing documents and letters.
- Proficiency using Microsoft Office or similar software to include Word, Excel, and PowerPoint.
- Proficient in the use of the Windows operating system to include electronic files management and organization.
- An understanding of Drobox and other types of on-line file storage is desirable.
- Proficiency in English composition.
- Good organizational skills.
- Excellent people skills'

Worship Support:

- Assist Deacons to Maintain Reader and Altar Flower Sign-up boards.
- Prepare and print worship bulletins, worship slides, and assist the Choir Director to prepare and print choir books.
- Coordinate volunteers for collating/folding Worship Service Bulletins (hereafter referred to as bulletins)
- Email bulletins to readers and selected members.
- Mail bulletins to members who are unable to come to worship in person.
- Distribute bulletins to the Narthex and Ramp entryways
- Assist in creating materials for Bible Studies, Confirmation, and other ongoing educational programs.

Facilities Management:

- Book church facilities for funerals, weddings, dinners and special events, such as concerts.
- Organize, print, and distribute the monthly calendar with birthdays and special events.

- Post the calendar on poster boards around the church, Dropbox Public folder, church website, or other such media
- Coordinate facility maintenance with appropriate contractors and/or other designated persons.
- Maintain a list of reoccurring/scheduled equipment and facilities maintenance requirements and schedule services as needed. This may include; coordinating organ and piano tuning and repair, custodial services, pest extermination, etc.
- Ensure annual fire inspections, building inspections, etc. are scheduled on-time so as to meet local and federal requirements.

Technology:

- In coordination with the Media Committee or other designate, maintain the website, post to social media, and correspond with public media outlets to generate publicity for maximum exposure of special events at the church.
- Maintain the On-line Pictorial Directory and Membership data using Power Church or other designated system(s).
- Maintain the church server backup program. Keep one backup drive at home, one in transit to/from the church, and one connected to the church's server. These are to be cycled each workday.
- A Personal Computer Laptop will be provided for all church business. This laptop will remain the property of the church but, will be available for working remotely.

General Office Responsibilities:

- Maintain and organize the office area to be a clean and efficient workspace.
- Safeguard, distribute, and collect, keys to all church facilities and equipment. Maintain a list of when and to whom a key was issued and/or recovered.
- Order and organize office or other church supplies.
- Routine filing of bulletins, meeting minutes, papers, historic documents, photos, books, etc.

General Communications and Record-Keeping:

- Distribute mail, email and other correspondence to church committees, organizations, officers, and other leadership.

- Respond daily to any incoming phone calls, emails, etc.; generally facilitating communication between church and parish.
- Forward church calls to their private phone or Google Voice number during work hours when working remotely.
- Prepare the Annual Report, Church Newsletter, fund-raising brochures, etc.
- Together with the church Historian and Clerk, keep accurate records (baptisms, weddings, deaths, new members, transfer of membership, etc..
- Prepare wedding, baptismal and new member certificates.

Bookkeeping:

- Estimated 5 hours per week.
- Proficiency in Double Entry Bookkeeping is necessary.
- Proficiency in Fund Accounting.
- Experience with PowerChurch software is desired. Training material and videos are available for on-the-job training.

Duties include:

- Check mail and email regularly for any bills, invoices, or donations.
- Make sure invoices are paid on time.
- Maintain and reconcile bank, PayPal, investment, and other accounts with church records (PowerChurch).
- Manage and pay church subscriptions to include ensuring automatic payment methods are up to date (credit card expiration, etc.). These duties may include: managing automatic payments to website hosts, copywrite licensing, software licensing, etc.
- Make weekly, in-person deposits at the bank.
- Maintain payroll for staff to include generating and distributing payroll checks.
- Maintain IRS tax records to include payroll, 1099's, ect., and those necessary for non-profit organizations.
- Secure church funds (including weekly collections), check books, blank checks, and other church financial instruments.
- Maintain and secure a detailed list of church passwords.
- Prepare and provide monthly financial reports to the Board of Trustees and other church committees and Officers as needed.

- Assist the Board of Trustees in maintaining the Annual Budget. This may include preparing and providing copies of the budget to the Board.
- Attend Board of Trustee meetings as may be required by the Board.

The Mission and Work of This Church:

It is our mission to be a caring and welcoming community of faith in Jesus Christ for all people and to make the Love of Christ available through the Word, music, and fellowship. To this end, the church strives to have high employment standards, professional staff, and is committed to service God, each other , our neighbors, and our fellow staff.