

Part-Time Church Secretary Job Description

POSITION TITLE: Part-time Church Secretary

REPORTS TO: Pastor/Chairman of the Deacons

HOURS: 9:00 am til 1:00 pm – Monday thru Friday

COMPENSATION: Base on experience. 7 holidays with pay.

POSITION SUMMARY

The Church Secretary provides administrative and clerical support to the Pastor and church leadership while maintaining accurate financial records using **QUICKBOOKS ONLINE**. This individual plays a key role in supporting church operations, communication, and financial integrity.

KEY RESPONSIBILITIES

ADMINISTRATIVE DUTIES

- Answer phone calls, emails, and greet visitors in a warm and professional manner
- Prepare weekly bulletins, and church correspondence
- Maintain church calendar and schedule building use
- Keep accurate membership and attendance records
- Assist with preparation of reports for church board meetings
- Maintain office supplies and oversee general office organization
- Ability to do/or learn to perform functions on church reader board

FINANCIAL & BOOKKEEPING DUTIES

- Manage church finances using **QUICKBOOKS ONLINE**
- Record contributions, deposits, and expenses
- Reconcile bank statements monthly

- Pay Bills on Time
- Prepare financial reports for leadership and finance committee
- Assist with annual budget preparation
- Maintain confidential financial records
- Coordinate with church treasurer as needed

QUALIFICATIONS

- Prior administrative or secretarial experience preferred
- Basic accounting or bookkeeping knowledge
- Proficiency in Microsoft Office (Quickbooks online, Word, Excel, Outlook, Publisher, Power Point)
- Strong organizational and communication skills
- Ability to maintain confidentiality
- Comfortable working in a church/ministry environment

PERSONAL ATTRIBUTES

- Friendly, dependable, and detail-oriented
- Self-motivated and able to work independently
- Supportive of the church's mission, values and traditions

PHYSICAL REQUIREMENTS

- Ability to sit for extended periods
- Occasional lifting of office supplies (up to 20 lbs)
- Agree to background check
- Agree to Drug test if ordered