

Tuscola United Methodist Church

Administrative Secretary Staff Job Description

Church Administrative Secretary

Tuscola United Methodist Church of Tuscola, IL is seeking a full-time Church Administrative Secretary for 32.5 in person hours a week from 8:00 AM to 3:30 PM Monday-Friday. Qualified candidates will be proficient in accounting skills and software, have proven proficiency in Microsoft Office, have strong in person and written communication skills, and be able to work well in a team environment. Duties include processing payroll and bills, providing monthly financial reports, producing the Sunday worship bulletins and monthly newsletter, and facilitating timely and accurate communication to the pastor, staff, church committees, and congregation. Salary is \$14/hour. Please send cover letter, resume, and three references to Rev. Terri Haas at thaas@tuscolaumc.org. Hiring deadline is May 2nd.

Purpose of job:

Provide clerical support for the pastor and the church body at the direction of the pastor.

Faith Statement:

Tuscola United Methodist Church understands that our mission is to make and form disciples of Jesus Christ. We seek to be a community of faith that is reaching out to the people in our mission field with hospitality, responding to their physical and spiritual needs, and inviting them to follow the way of Christ. We expect that our staff people have faith in Jesus Christ, to have a basic Biblical understanding, and to have an understanding and acceptance of United Methodist theology.

Essential Duties and Responsibilities:

- Responsible for producing, editing, and distributing an accurate monthly church newsletter
- Process letters of church correspondence
- Produce the Sunday worship bulletin
- Facilitate timely and accurate communication to pastor, staff, church committees, and congregation
- Provide clerical and communication support to the Staff Parish Relations Committee
- Coordinate, post, and convey church schedule: meetings, events and use of church building
- Process payroll for the church staff
 - Accurate and timely execution of payroll checks, tax information, and account posting
 - Monthly reports to the Pastor, Finance Committee and Treasurer
- Process bill paying, working with the Treasurer to ensure accountability and fiscal responsibility
- Keep church personnel and business information confidential. Employee will not converse with family members or friends about church personnel or sensitive church issues.
- General office duties that support the mission, vision and programs of TUMC
- Other duties as assigned by the pastor

Satisfactory outcomes measurement:

The administrative secretary represents Tuscola United Methodist Church to the public. Action and execution of duties, demeanor, and communication convey our mission and vision to the congregation and community. The administrative secretary is supervised and evaluated by the pastor. This will include a formal annual evaluation to be performed between the dates of May 1 and July 1.

Job Qualifications:

- Proven proficiency in Microsoft Office (Word, Excel, Publisher, PowerPoint)
- Keyboarding skills of 60 wpm
- Proven proficiency in intermediate accounting skills and software
- Evidence of efficiency, accuracy, timeliness, and courtesy in the performance of duties
- Efficient and effective communication skills
- Seek to grow and mature as disciple of Jesus Christ and as a spiritual leader

Education/Licensure/Certification: preferred and required

Coursework, academic certificate, or Associates degree in Office Professional preferred, or 5 years of equivalent work experience.

Employment specifics:

- As an at-will employee, either you or TUMC may terminate this relationship at any time, for any reason, with or without cause or notice
- No supervisor, manager, or other representative of TUMC other than the Pastor and Staff Parish Relations Committee has the authority to enter into any agreement with you for employment for any specified period
- Satisfactory completion of a criminal background check
- Provide proof of education, licensure, certification