

# **ADMINISTRATIVE ASSISTANT/BOOKKEEPER**

## **Mt. Olive Brethren Church**

Our Administrative Assistant/Bookkeeper provides central office support to our church family and ministerial staff. You are the church hub for communication, scheduling and financial services. The calling includes: organizational skills; strong communication skills; a knowledge of basic accounting principles and accounting computer systems; desire to work on computer with basic office software, website and other web systems. This is a full-time position.

### **Administrative Duties**

The Administrative Assistant will provide the Church with the following services:

1. Maintain open lines of communication with the church membership through newsletters, bulletins, prayer chain, email, website, calendar, social media and telephone. Help with bulletin board and information in lobby for members and guests.
2. Communicating with membership and public through answering phones and maintaining church sign.
3. Maintaining church membership information while keeping up to date records of household information and membership status. Providing baptism certificates, membership transfers and baby dedications.
4. Maintaining church calendar including reservations, general and special events. Providing information to staff and membership on events and handling the reservation of rooms and equipment.
5. Scheduling repairs, inspections and maintenance in building. Be aware of repairs and maintenance in church building and report to property committee or Associate Pastor.
6. Scheduling of church vans including maintenance.
7. Support ministry staff with secretarial duties as requested. Keeping office supplies stocked and available for use to staff, preschool and ministry leaders.
8. Maintain office files of the church.
9. Attend staff meetings.
10. Keep open lines of communication with staff and Official Board.
11. Work under the immediate guidance of Pastor, Associate Pastor and Official Board.

### **Bookkeeper Duties**

In the duties of Bookkeeper, the Administrative Assistant/Bookkeeper shall:

1. Perform duties as outlined in attached detailed job description regarding receipting of funds, making deposits, the payment of bills, reconciling of bank statements, processing payroll, preparing of weekly, monthly, quarterly and yearly reports as required by Church Treasurer and monthly reports for Associate Pastor for Staff and Ministry Leaders.

2. Maintain strict confidentiality for information regarding contribution of members, staff salaries and church financial information.
3. Prepare tax reports and payments as required. Preparing annual forms for vendors and church members.
4. Provide duties for preschool such as receipting of tuition, payment of bills and reimbursements, payroll and reports for preschool activities.
5. Provide open lines of communication with Preschool Director regarding tuition, payments and payroll as well as budget and reports. Report to Preschool Treasurer for reporting and reconciliation of bank statements.

**Mount Olive Brethren Church**  
2977 Pineville Road  
McGaheysville, VA 22840  
(540)289-5592

**APPLICATION FOR EMPLOYMENT**

**Personal Information:**

Full Legal Name: \_\_\_\_\_ Date \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Education:**

High School: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

College: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Name and location	Dates Attended	Degree/Specialty
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Employment History:**

Provide the following for your past three employers, assignments or volunteer activities. Starting with the most recent.

Employer \_\_\_\_\_ Dates \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Salary \_\_\_\_\_ May We Contact \_\_\_\_\_  
Job Responsibilities \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Dates \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Salary \_\_\_\_\_ May We Contact \_\_\_\_\_  
Job Responsibilities \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Dates \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Salary \_\_\_\_\_ May We Contact \_\_\_\_\_  
Job Responsibilities \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**Personal References:**

List names, addresses, phone numbers, and relationship to you for three people (not related) whom we may contact for information about your qualifications.

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Company \_\_\_\_\_ Job Title \_\_\_\_\_  
Work Phone \_\_\_\_\_ Relationship to You \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Company \_\_\_\_\_ Job Title \_\_\_\_\_  
Work Phone \_\_\_\_\_ Relationship to You \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Company \_\_\_\_\_ Job Title \_\_\_\_\_  
Work Phone \_\_\_\_\_ Relationship to You \_\_\_\_\_

**Miscellaneous Information:**

Are you legally eligible for employment in this country? \_\_\_\_\_  
Date Available for Work: \_\_\_\_\_  
Desired Salary Range: \_\_\_\_\_  
Will you give consent for a Criminal Background Check to be done before employment? \_\_\_\_\_  
Why are you interested in this job? \_\_\_\_\_

Describe any experience or skills that you may have that will benefit this job:

The above information is true and complete to the best of my knowledge. Should Mt. Olive Brethren Church employ me, any misrepresentation of false statement made on this application may be considered cause for dismissal. Mt. Olive Brethren Church has my permission to obtain all necessary information from the references I have listed concerning my prior employment. I release all parties from any possible damage resulting from disclosing such information with or without prior notice from me.

Signature \_\_\_\_\_ Date \_\_\_\_\_