

## **STARKVILLE FIRST UNITED METHODIST CHURCH ADMINISTRATIVE & FINANCIAL ASSISTANT**

### MINISTRY SUMMARY

This is a full-time position responsible for administrative and financial duties within the main office of the church. This position also works closely with the Church Administrator to meet the financial and office management needs of the church. This individual will work with the pastors, staff, members, and the community at-large to advance the work of Christ through the mission of the church.

This is an active and engaged congregation that is community-minded, mission-oriented, and firmly established in the United Methodist tradition. The City of Starkville is a vibrant community with strong ties to Mississippi State University.

This position is a vital component of any ministry team. This individual shall assist, as needed, in the planning, coordination, and activities of the church office. Strong administrative and communications skills are necessary.

### RESPONSIBILITIES AND DUTIES

- Act as a primary administrative assistant to the Senior Pastor and other staff as needed.
- Provide maintenance of membership records through the church book and software.
- Provide assistance in producing the weekly bulletin.
- Assist with periodic mailings such as contribution statements and bulletins.
- Familiarity with the Weekday Ministries schedule, events, and facility.
- Understand the process for assisting individuals or families with financial needs.
- Counting and/or verifying weekly contributions as well as the input of contributions using church software.
- Documenting and making deposits for various accounts, as needed.
- Process accounts payable and receivables.
- Perform bank account reconciliations.
- Assist with monthly reporting requirements.
- Other duties as assigned.

### ACCOUNTABILITY

- Report directly to the Senior Pastor and work closely with the Church Administrator and staff.
- Adhere to the *Staff Policies and Procedures Manual* of the Starkville First United Methodist Church.

- Routine office hours are Monday – Thursday 8:30am – 4:30pm and Friday 8:30am – 12:00pm. Occasional duties outside of routine office hours may be required.
- Must maintain a professional appearance and be courteous at all times.
- Must successfully complete a background check to include a financial component.

#### QUALIFICATIONS

- Bachelor's degree with a minimum of three years of experience in managing accounts payable and received, bank account reconciliation, and payroll, and benefits administration. More experience in a related field may compensate for a formal degree.
- Knowledgeable in computer software such as Microsoft Word, Excel, Publisher, and Realm.
- Written and verbal communication, interpersonal, basic computer, and organizational skills.
- A strong sense of time management, and an ability to work independently.

#### BENEFITS

- The salary starts at \$35,000 but is also commensurate with education and experience.
- Defined contribution retirement plan (403b) with generous match.
- Paid vacation/sick leave provided.

#### INFORMATION AND APPLICATION

- For questions, additional information, or to apply for this position, please contact Mike Tagert, Chairman of the Staff-Parish Relations Committee, at 662-769-6454 or [mdtagert@gmail.com](mailto:mdtagert@gmail.com)
- All applications should include a cover letter, resume, and three professional references.
- Applications will be received through July 1, 2024 or until a candidate has been selected.