

**Job Description**  
**Church Office Assistant**  
**Hope Evangelical Lutheran Church of Seattle, Washington**

General Summary: This position is responsible for processing all church and school invoices received for payment and ensuring the timely and efficient payment of creditors. This position also supports the Parish Administrator with limited tasks related to payroll and benefits, month end close and other administrative areas.

Department, Status	Church, Part Time, Non-exempt
Supervisor	Parish Administrator
Hours per week	10 – 12 hours per week, Mondays through Thursdays, year round.

**Duties and Responsibilities:**

- Reviews invoices for appropriate documentation and approval prior to payment. Coordinates check signing with corporate officers.
- Processes accounts payable disbursements by check; distributes signed checks.
- Answers vendor inquiries; analyzes vendor accounts as required.
- Assists with month end closings, including preparing and recording monthly journal entries.
- Tracks certain recurring subscriptions to prevent overpayment.
- Pays out certain designated funds according to schedule.
- Performs filing of accounts payable, financial reports, payroll records and permanent files (for copiers, fixed assets, inspections, etc.). Annually, box up prior year records and set up new files.
- Records church and school deposits in the general ledger.
- Orders and maintains banking supplies (bank bags, deposit books, and checks).
- Tracks Concordia Plan Services registrations and maintains the emergency staff contact list.
- Periodically, cleans and reorganizes common area counters, drawers, cupboards and supplies.
- Answers phones, receives visitors and assists walk-ins when necessary.
- Assist with preparation of various reports and communications.

In addition to the above tasks, the office assistant is viewed as an all-around aid to the church office, helping with additional tasks that are outside of the stated duties as time permits.

**Minimum Qualifications:**

- High school diploma or equivalent
- Some accounts payable or general accounting experience
- Proficient PC and network computer skills
- Intermediate level expertise in Microsoft Excel and Word
- Good verbal communication, interpersonal and customer service skills, and strong work ethic
- Ability to work effectively under pressure and meet deadlines
- Detail-oriented; good analytical and problem solving skills and abilities

**Work Conditions:**

- 100% Office Environment
- 80% sitting and working on computer
- 10% walking
- 10% standing