

## **Friendship Community Presbyterian Church**

### **Administrative Assistant/Bookkeeper**

Friendship Community Presbyterian Church, affiliated with the Presbyterian Church (USA), is a small, diverse, urban congregation committed to preaching the Word of God and spreading the Good News to the surrounding community through worship, small group discipleship, and outreach programs. The Corner is a community outreach program of Friendship Church and serves both youth and adults through community-centered programs and other ministries designed to meet needs.

**OUR MISSION:** Following Jesus Christ, we make disciples and love our neighbors in cross-cultural fellowship.

**POSITION SCOPE:** The Administrative Assistant/Bookkeeper will provide office and administrative support and bookkeeping services to both Friendship Church and Corner staff and for approved committee activities.

**HOURS:** 20 hours per week, Monday – Friday. Office hours will be scheduled by agreement with the Pastor. A probationary three (3) month period will begin with 20 hours per week. Following this, increased hours and responsibilities may be negotiated. Set hours will be required to be in the office, but some work can be done remotely.

#### **QUALIFICATIONS:**

- Competency with Microsoft Office (Word, Excel, Publisher), Google Docs, Internet, and email
- Competency with QuickBooks and payroll systems
- Well-developed organizational skills; attention to detail
- Self-starter, problem solver, and ability to work independently
- A gracious and welcoming spirit
- Comfortable working in a Christian environment
- Experience with webpage management, Google Calendar, Canva or willingness to learn
- Commit to 18 months in position at minimum
- Some clearances will be required
- Bonded

#### **RESPONSIBILITIES (Church specific):**

- Office management: answering phones; ordering supplies; sorting; communicating with janitor about upcoming events
- Prepare weekly and special services bulletins
- Process church financial materials for payment and filing; prepare financial reports; process payroll
- Process contributions
- Notify Sunday volunteers for Sunday School, collection counters, worship volunteers
- Update church calendar
- Schedule and process Fellowship Hall rentals
- Maintain church Google groups, van schedule, and membership directory
- Gather committee reports for monthly and annual Session meetings
- Additional tasks as determined by Pastor

**RESPONSIBILITIES** (Corner specific):

- Open mail and process
- Field Corner specific phone calls and emails
- Prepare weekly Corner announcements for church bulletin and for digital upload to email list
- Process Corner financial materials for payment and filing; process payroll
- Process Corner checks (rents and contributions)
- Track contributions, prepare thank you notes for contributors
- Update Corner events on online calendar
- Receive packages and deliveries for monthly food distribution
- Assist with digital materials, online newsletters, and make paper copies for distribution
- Assist with scheduling and handling appointments, ex: utility companies
- Email and print monthly/annual Corner reports

**ACCOUNTABILITY**

The Administrative Assistant/Bookkeeper will need to be able to affirm the church's mission statement and be able to conduct themselves in a manner that reflects positively on the Christian faith. As with any office position, discretion and holding personal information in confidence is required.

The Administrative Assistant/Bookkeeper is accountable to the Pastor, as head of staff, and to the session through the Personnel Committee. As with all Friendship Community Church staff, the Administrative Assistant/Bookkeeper is responsible for reading and following the Church's Personnel Policy.

**EVALUATION**

The Administrative Assistant/Bookkeeper will meet regularly with the Pastor. The probationary 3-month period will be followed by an evaluation conducted by the Personnel Committee. Continued employment will include an annual performance and compensation review conducted by the Pastor with the help of the Personnel Committee.

**COMPENSATION**

Compensation Range: \$17.00 to \$19.00 per hour based on experience, paid monthly on the last day of the month.

If interested in applying, please email a cover letter and resume to the Rev. Dr. Harry Cooper (Head of Staff) at the following email address: [pastorfriendshipcpc@gmail.com](mailto:pastorfriendshipcpc@gmail.com)

Or mail a cover letter and resume to:

Dr. Harry Cooper  
Friendship Community Church  
181 Robinson Street  
Pittsburgh, PA 15213

Applications due by May 31, 2022, with projected start date of June 28, 2022