

## First Baptist Church Secretary/Bookkeeper Part-Time Ministry Position

**\*\*\*NOTE: This is a 1 year maternity leave from Nov. 2018 - Nov. 2019\*\*\***

### General Job Description:

Perform a variety of receptionist, secretarial and bookkeeping tasks accurately and promptly to ensure the smooth running of the office. **Receptionist tasks**, such as answering the phone, checking email, answering the door, filing and photocopying are approximately 10% of the job. **Secretarial tasks**, such as preparing weekly bulletin, uploading weekly bulletin to website, preparing monthly calendar, preparing yearly Church Directory, typing correspondence, typing agendas, typing minutes and purchasing office supplies are approximately 35% of the job. **Bookkeeping tasks**, such as processing incoming invoices, writing checks, doing payroll, keeping books in the PowerChurch computer program, balancing the books monthly, preparing monthly and yearly financial reports are approximately 55% of the job. Please note that this is a one-person office and you must be able to carry out all tasks by yourself.

### Qualifications:

- High School graduate required, College or University graduate preferred
- At least 5 years work experience required, preferably in an office environment
- **Bookkeeping experience or education REQUIRED**
- **Excellent computer and keyboarding skills REQUIRED**
- **Knowledge of a variety of computer programs such as Excel, Word, Publisher, PowerPoint and PowerChurch REQUIRED**

*(If you need information on PowerChurch before you apply to meet this requirement contact Pastor Jack)*

- Careful and accurate worker required
- Problem solving skills required
- Able to work independently while following general directions required
- Ability to keep information strictly confidential required
- Ability to be organized and multi-task is essential
- Ability to interact well with people and ability to quickly get to know the congregation required
- valid driver's license and access to a vehicle required
- Police check required upon hiring

**Responsible To:** Senior Pastor or Designate

### Hours: 24 per week

Tuesday, Wednesday, Thursday 9:00 am - 4:30 pm & Sunday Morning 10:45 am - 12:15 pm

### Wages:

**Applications:** To apply please send a brief cover letter, your resume and 3 references to Pastor Jack DeVries by email at [PastorJack@fbc-ssm.org](mailto:PastorJack@fbc-ssm.org) or by mail to Pastor Jack DeVries, First Baptist Church, 465 Albert St. E, Sault Ste. Marie, ON P6A 2J9.

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