

Position Description

Business Office Assistant

St. Paul Lutheran Church, Davenport, Iowa

Individual:

Employment: Part-time: 25 hours/week

Reports to: Business Manager

Position Objective: To maintain membership database; generate different membership lists, reports, and mailing labels; provide bookkeeping assistance; offer support for other projects

Core Competencies: Proficiency in Microsoft Excel, Word, and Outlook
Maintain church database
Good verbal and written skills
Strong time management and organization skills

Essential Responsibilities:

Assume responsibility for maintaining the membership database
Enter weekly contributions, depositing money at bank
Process accounts payable and printing of checks
Provide membership database reporting

- Define and process bulk mailing selections criteria
- Define and process mailing labels for various ministry needs
- Create reports to support ministry needs of the staff
- Provide statistical form reports for judicatory

Work with stewardship coordinator and others on annual pledge campaign
Assist with new member correspondence
Serve as the liaison with Post Office for current mailing regulations
Coordinate and oversee membership volunteers related to:

- Counting teams for weekend contributions
- Follow-up mail to guests
- Membership records and tracking guest data

Assist with some scheduling
Assist the business manager as needed

Desired Characteristics:

Detail-oriented
Patience/Flexibility
Ability to organize tasks
Sensitive to confidentiality
Team Player
Self-motivated