

**Maple Avenue Ministries**  
**Office Administrator and Treasurer**  
March 2017

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**Our Mission:** We are centered in Christ, called to the core city, and committed to being a multicultural community, reconciled to one another through Jesus Christ.

**Our Vision:** As an authentically embracing family, we will humbly participate with our surrounding communities and faithfully work to bring unity and reduce division among churches, organizations and peoples, expanding our family by inviting and welcoming our neighbors near and far to participate in the reconciling work of God in the world.

**TOGETHER. ALWAYS TOGETHER.**

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**Reports to:** Pastor and Council designee (currently Deacon Mary Shumaker), with support of Council

**Hours:** 20–25 hours per week

**Purpose:** To create a warm, hospitable environment that will welcome community members; to provide administrative support for the Pastor and all MAM ministries; and to provide financial services to church members and staff.

**Responsibilities and duties**

OFFICE ADMINISTRATOR

1. Open church and greet guests during church office hours.
2. Manage the front office, including office organization, filing, keeping records, preparing documents, church correspondence, answering phones/taking messages, and other duties as needed.
3. Prepare meeting spaces according to the nature of the meeting.
4. Assist the Pastor, other staff, team leaders, and Council members with administrative and organizational tasks and coordination of facilities, as needed.
5. Network with other church administrators to glean best practices.
6. Email weekly schedules and announcements to members.
7. Maintain master calendar, post it on the website, and deliver it electronically to members.
8. Create weekly worship bulletins.
9. Develop and maintain universal branding of MAM communications and market/publish announcements in ways that integrate MAM activities and ministries with community living.

## TREASURER

1. Record weekly contributions to all funds.
2. Record invoices submitted for payment, process checks, and prepare for mailing.
3. Balance checking account and investment accounts.
4. Submit to a second “set of eyes” a listing of all checks written during the month.
5. Prepare financial reports for Council and ministry teams as requested.
6. Process payroll on a bi-weekly basis.
7. Interact with the church’s CPA to prepare payroll tax forms and state and federal reports.
8. Prepare yearly budget for the Business Administration team and Council.
9. Track and provide necessary accounting for grant funds received.
10. Keep a computer backup record of all transactions and reports.
11. Prepare year-end financial reports.
12. Perform other necessary work as may be requested by Pastor, Council, and Business Administration team.
13. Serve on the Business Administration team.

## Job qualifications

1. Demonstrated Christian faith commitment.
2. Demonstrated commitment to good interpersonal relationships, teamwork, and support of ministries.
3. Must have a degree from a two-year college or university or equivalent combination of education and experience. Degree or certification in business administration, organizational effectiveness, personnel administration, or hospitality management is helpful but not required.
4. Practical experience in fund-based accounting and account reconciliation.
5. Proficiency in computer skills, including MS Word, Excel, and Quickbooks.
6. Attention to detail and precision in account reconciliation and report generation.
7. Commitment to confidentiality regarding all account records of church, staff, and members.

**Submit resume and cover letter to [mapleavesjobs@gmail.com](mailto:mapleavesjobs@gmail.com) with “Office Administrator and Treasurer” in the subject line. Application deadline is 5 PM, March 20, 2017.**