**Job Details**

Lakeland Reformed Church

10442 Sprinkle Road, Vicksburg, MI 49097

Office Administrator/Bookkeeper

Part Time 30 hours per week

**Qualifications**

* Experience:
  + Administrative Assistant, 1 year (Preferred)
  + Data Entry, 1 year (Required)
  + Bookkeeping & Payroll (experience)
  + MS Office including Publisher
  + QuickBooks
* License:
  + Driver's License (Required)
* Must pass criminal history check
* Willingness to complete a faith statement

**Full Job Description**

Lakeland Reformed Church is a faith based Non-profit in Vicksburg, Michigan looking for a self-motivated, empathetic and common sense driven Administrative Assistant. Lakeland Creative Beginnings is a thriving daycare and full-time ministry of Lakeland Reformed Church. This position would be responsible for some LCB’s clerical duties. The position is the key communication link between staff, congregation, visitors, and community. This candidate will possess top notch organization, communication skills and pay close attention to detail. Candidate must be proficient in MS Office and have some experience in QuickBooks. Knowledge of website design/maintenance and effective skills using social media a plus.

Duties include, but not limited to:

* General office duties: answer and route phone calls, filing, order office supplies, greet, sort daily mail, bank deposit, assist Pastor and staff with daily tasks
* Provide welcoming positive impression, on the phone, written communication and when admitting visitors
* Review and process donations and maintain donor records
* Maintain Church calendar, and preserve attendance, minutes, membership, and statistics
* Publish church correspondence both in print and electronic media, weekly bulletin, and bi-weekly newsletter update web page and social media accounts
* Initiate prayer chain requests
* Maintain contracts for office equipment and oversight of all office supplies
* Maintain and process in QuickBooks Accounts Payable and Payroll records
* Reconciliations of monthly statements for review by Treasurer
* Keep Personnel and benefit records for all employees
* Keep staff compliant with emergency and Covid procedures

Key Objectives and Traits:

* Compassionate and insightful
* Attention to detail, organized and problem-solving skills
* Excellent time management skills and ability to multi-task and prioritize work
* Self-motivated
* Work is completed on time and accurately
* Records are orderly and maintained in accordance with retention policies
* Positive attitude
* Team player

Job Type: Part -time

Pay: $15.00 - $18.00 pay is commensurate with qualifications and experience

Benefits, waiting period may apply

* 401(k)
* Vacation & Sick time

Schedule:

* TBD

Please submit cover letter and resume to [LakelandReformed@gmail.com](mailto:LakelandReformed@gmail.com)

Subject line: Administrator Position