

## **West Nottingham Presbyterian Church Administrative Assistant & Bookkeeper**

20 hours a week

\$12,500 annual salary, negotiable based on experience

Interested? Reply to: [wnpcjobs@gmail.com](mailto:wnpcjobs@gmail.com)

### ***1. Provide Administrative Support for the Pastor.***

- Respond with kindness and hospitality to all phone calls, emails, and walk-ins, directing requests to the Pastor, Sexton, Child Care, and appropriate committee chairs
- Maintain confidentiality
- Coordinate with the pastor in preparing bulletins, announcements, and other correspondence as needed
- Coordinate building use
- Update the Church's Facebook page, website, and calendars
- Maintain membership directory, files, and records
- Coordinate repair needs and requests with the Sexton and/or Property Committee
- Order office supplies

### ***2. Update the Quick Books Financial Records.***

- Collect, process, and remit all approved payments
- Coordinate payments and receipts with the Treasurer
- Reconcile bank accounts monthly
- Submit bi-weekly payroll to ADP
- File financial documents promptly

### ***3. Provide Administrative Support for the Cemetery.***

- Assist Sexton with inquiries for funeral/burial services.
- Prepare and issue invoices for lot purchases.
- Coordinate with the Sexton to order foundations, corner stones, concrete, etc.
- Bill and receive payments from funeral homes and lot owners.
- Receive and process state-mandated documentation of burials.
- Assist the Sexton with maintaining and digitizing the Cemetery recording system.
- Assist with genealogy requests.

### ***4. Provide Other Duties as Needed and Assigned***