Administrative and Financial Job Description

1. **Prepare the bulletins and scripts for Sunday**
   a. Proofread the bulletin from the pastor.
   b. Create the announcements section of the bulletins, any other inserts, and add the cover page.
   c. Print or copy regular and large sized bulletins for the next Sunday.
2. **Prepare the Easy Worship for Sunday**
   a. Create the Announcements PowerPoint, using the church calendar and the bulletin announcements.
   b. Create the Easy Worship files for Sunday, adding special music and hymnody.
3. **Other publications**
   a. Update the church web page weekly, adding a PDF of the bulletin and modifying information as needed.
   b. Add information to our Facebook page as needed.
   c. Print church flyers, stewardship letters, event brochures and posters, sign-up sheets, and other informational items.
4. **Other tasks**
   a. Check phone messages and emails and notify people appropriately.
   b. Check the sanctuary for bulletins, hymnals and anything out of place.
   c. Make changes to the inside portable bulletin board, the board in the Webster Street stairwell, the outside display board, and any other communication displays as needed.
   d. Keep the office neat and organized.
   e. Other duties as requested by the pastor or church members, as necessary.
5. **Financial Duties**
   a. Weekly pick up deposit bag and slip from bank and enter donations.
   b. Biweekly process Payroll and Accounts Payable
   c. Monthly reconcile bank statements, investments and finalize reports. Pay Federal Income Taxes.
   d. Quarterly pay and file State and Local Taxes and file Federal Taxes already paid.
   e. Yearly Run W-2 and submit, finalize taxes and submit to taxing authorities, run donation statements and mail, open new year in Church Windows, input pledges and budget.
6. **Requirements**
   a. Must be able to use the internet to pay bills and taxes on the web.
   b. Must be able willing to learn or know how to use the following software: Microsoft Office, Church Windows, and Easy Worship. Must be able to or willing to learn how to update the website on GoDaddy. Being able to or learn to download files and videos from YouTube and use Audacity is a plus.