

**SUMMARY:** Church Secretary/Bookkeeper -- St. Michael's, Adelphi

**Job type:** Part Time

**Brief position description:** St. Michael's seeks a 16-20 hours per week Secretary/Bookkeeper to perform secretarial and bookkeeping duties in accordance with the [guidelines of the Episcopal Diocese of Washington](#) and established in-house policies using good judgment, self-direction, and minimal supervision. This position reports directly to the Rector but works closely and collaborates with the Organist/Music Minister and other Lay Leaders on a weekly basis to accomplish tasks.

**Full position description:** See below

**How to apply:** Interested candidates should email a cover letter and resume to Senior Warden at [Saintmichaels8501@yahoo.com](mailto:Saintmichaels8501@yahoo.com).

**Website:** <https://stmichaelsadelphi.org/>

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## **FULL DESCRIPTION**

**Title: Church Secretary/Bookkeeper**

**Hourly Rate Range:** \$16.22-23.27

### **Job Description:**

Perform secretarial and bookkeeping duties in accordance with the [guidelines of the Episcopal Diocese of Washington](#) and established in-house policies using good judgment, self-direction, and minimal supervision. The individual is expected to act in accordance with the expectations listed below.

### **Administrative/Secretarial Responsibilities:**

- Assist Rector in typing and filing all correspondence, prepare worship bulletins, memos, reports, church calendars, and schedules of a general and/or confidential nature in a timely manner.
- Maintain files of all Church documents and correspondence.
- Compile information from Rector, Organist, lay leaders, and parishioners to publish weekly Sunday and Special Services Bulletins.
- Maintain a calendar of church events to coordinate space usage and share with Vestry monthly.
- Take and maintain reservations for Parish Hall rentals by members and non-members and ensure funds are appropriately deposited and security deposits returned after rental has been completed.

- Maintain an inventory of various church, building, and office supplies and order items as needed or requested.
- Receive and screen church calls and visitors during arranged office hours.
- Share appropriate church information with members and visitors as requested.
- Maintain confidentiality of individual members and the congregation as a whole.
- Regularly pick up, open, and screen incoming mail and distribute them to appropriate persons. Maintain the current mailbox system with appropriately labeled mailboxes.
- Maintain and file all church membership forms and information.
- Work closely with Rector, Clerk of the Vestry, and pertinent lay leaders to ensure completion and filing of annual parochial reports.

### **Bookkeeping Responsibilities:**

- Recording the offering and collections and receipts in Quickbooks on a weekly basis.
- Maintain a timesheet of hours worked for payroll and audit purposes.
- Under the direction of the Treasurer process all check requests to ensure all approvals and supporting documentations are available. Enter all check requests and payment information into Quickbooks and bill paying systems. Write all checks needed for check requests and paying bills.
- Prepare bi-weekly and semi-monthly payrolls and bills for payment.
- Work with the Treasurer to ensure completion of any required tax forms and filings and all necessary tax information.
- Work closely with the Treasurer to ensure the annual audit is completed and filed in a timely manner.

### **Experience Needed:**

- Over a year of previous secretarial experience within the last five years.
- High school graduate (or GED) with a working knowledge of computer word processing (preferably Microsoft Word and Google Docs), data management, bookkeeping (preferably Quickbooks), and spreadsheet programs (preferably Microsoft Excel and Google Sheets).
- Must be willing to attend workshops, webinars and other training to enhance job performance.

- Must be capable of handling sensitive information and responding.
- This position supervises no one and directly reports to the Rector.  
However, this employee is expected to work well with lay leaders and other parishioners who may need information/documents or may share relevant information/documents.
- Compensation and Benefits Salary is paid every two weeks on an hourly basis. The position is for 16-20 hours per week to accomplish assigned tasks.
- Employee is allowed two (2) paid personal days per year based on an average workday (eight hours/day).