

# Affton Christian Church (Disciples of Christ) is Now Hiring!

**Position:** Administrative Assistant / Office Coordinator

**Hours:** Part-time – 24-30 hours per week

**Education:** High school graduate, or equivalent (prefer some college or business/technical education)

## Skills:

- Experienced secretary / administrative assistant
- Well organized
- Effective communicator
- Self-motivated; able to work unsupervised
- Demonstrate effective and creative abilities when dealing with a variety of tasks, both written and oral.
- Ability to work with a variety of individuals and personalities
- Exceptional ability to keep information confidential
- Computer skills needed...
  - Microsoft Office, including Outlook, Word, Publisher, Access and Excel
  - Basic Web Updating Skills (using software such as Dreamweaver)
  - Quickbooks or other financial software

## Job Duties:

- Communication
  - Gatekeeper for daily communication made by phone, e-mail or in person
  - Maintain church calendar of events and facility use
  - Compose, prepare and distribute weekly bulletins and bi-monthly newsletter
  - Basic web page updates
- Financial
  - Record weekly contributions and complete bank deposit
  - Prepare bills and payroll for payment
  - Maintain books using financial software
  - Reconcile financial statements
  - Assist in completing quarterly and annual payroll tax reports
- General Office Management
  - Open and sort daily mail, e-mail and periodic deliveries
  - Maintain church member records, including address changes, member transfers, attendance, etc.
  - Maintain employee files
  - Prepare packets for Board meetings
  - Manage equipment leases, including regular reporting of use and maintenance calls
  - Maintain and order office supplies
  - Prepare annual reports for the Christian Church (Disciples of Christ)

**Applying:** To apply, **submit your resume along with three (3) references by January 18<sup>th</sup>** to either of the following addresses...

E-mail: [jobs@afftonchristianchurch.org](mailto:jobs@afftonchristianchurch.org) (please submit as Word or PDF document)

Mail: Affton Christian Church Personnel Committee  
9625 Tesson Ferry Rd.  
St. Louis, MO 63123