

Office & Financial Administrator: Northminster Presbyterian Church, Hickory, NC

What you need to know about Northminster:

Northminster Presbyterian Church is a congregation of the Presbyterian Church(USA) as well as a More Light Presbyterian congregation and an Earth Care congregation. Our congregation is active in caring for our community, in seeking and doing justice, in working to build God's Beloved Community where radical hospitality is shown and abundant love received and offered. We are rooted in Christ and reaching in love. We are inclusive and seeking someone to join us in the work God has called us to do. Northminster has 1 full time position and 4 part time positions serving a congregation of just over 100 people. To learn more about our congregation, please visit our website, npchickory.org

Summary of Responsibilities:

The Office & Financial Administrator will be the primary support staff position for the work of the congregation, supervised by the Pastor. The position will be up to 16 hours a week, including maintaining regular office hours and requires a strong proficiency in self-directed work and goal setting. The Office & Financial Administrator will need to be a welcoming presence over the phone and in email communication, as well as in person, while maintaining a professional attitude and possess the ability to keep confidentiality with pastoral, financial and other sensitive issues and concerns. The Office & Financial Administrator will also be responsible for communication with the congregation and community partners, often utilizing technology to do so.

Included Duties:

- Serve as the primary contact in the church office for those who call, email the office directly, and any who stop by in person, reflecting Northminster's campus, mission and ministry as warm, cheerful and welcoming; directing those who seek assistance to the Pastor, other staff or community partners to best meet their needs. This includes reception duties of answering the phone, collecting messages and voicemails, screening calls and visitors for other staff.
- Preparing regular communications and publications including but not limited to weekly emails, volunteer schedule reminders, committee and financial reports, and other communications as needed.
- Maintain the master calendar of events for Northminster's physical campus and their online presence (Zoom meetings, YouTube premieres, etc.)
- Serve as a financial bookkeeper for the church. Financial responsibilities include basic accounting, balancing books, and processing payroll information. Serving as dispersing treasurer and accounts payable. Work closely with volunteer Church Treasurer in preparing reports, arranging check signing, etc. Additional financial bookkeeping tasks may be necessary.
- Maintain the church's website, coordinating with other staff for managing content and messaging and contributing to the church's social media presence.

Additional Tasks:

- Create, edit and publish bulletins for weekly worship services, special worship services and other communications and publications as assigned.
- Recruit and schedule volunteers for tasks related to worship and in-person gatherings on Northminster campus.
- Other duties as assigned in keeping with the overall spirit and intent of this Office & Financial Administrator position

While the desire is for 100% of the work to be done in-person at our church campus on the north side of Hickory, there is the possibility of some remote working hours that can be arranged on a case-by-case basis.

Required Qualifications: High School diploma or GED, basic accounting skills, strong computer literacy with a variety of administrative and financial software programs (including QuickBooks Online, Excel, Microsoft Office), technological savvy including experience with website platforms such as WordPress or similar, as well as a welcoming presence, professional attitude and ability to maintain confidentiality

Desired qualifications: Bachelor's degree in relevant field. Previous professional experience in an administrative and/or financial role. Knowledge of or experience with double-entry bookkeeping. Experience with graphic design software and social media/print design. Proficiency in website maintenance and content management systems.

Health & Safety Protocols: A covid-19 vaccine is mandatory, request for medical exemption may be considered. A face mask covering nose and mouth is required indoors. Additionally, a seasonal flu vaccine is strongly encouraged. Health and safety protocols are adapted as needed under the guidance of the Pandemic Response Task Force and the Session. All employees, including staffing agency placements are expected to abide by health and safety protocols in place which may be adjusted from time to time by church leadership and Head of Staff.

The Office & Financial Administrator position will be supervised by the Pastor and subject to regular performance reviews with the Pastor and Personnel Committee representative(s).