

**MOUNT CARMEL BAPTIST CHURCH
POSITION DESCRIPTION
CHURCH OFFICE**

Job Title: Church Office Assistant	Position Number: xxxxxx
Supervisor: Church Office Manager/Executive Assistant	Full-Time: Part-Time: X
Hours: Monday – Friday TBD	Salary: To Be Determined

Job Duties:

1. Greet visitors to the church office, providing assistance whenever possible
2. Answer the telephone cordially, providing assistance whenever possible.
3. Updates members and non-members tithes and offerings in church's ACS membership database weekly and reconciles to the weekly income statement.
4. Process receipts submitted to the church office from Ministries/Auxiliaries.
5. Generates and distributes end-of-year statements to church membership.
6. Sort and distribute church mail (incoming and outgoing) and deliveries.
7. Handle miscellaneous details (unscheduled, unspecified, unexpected as assigned by the Church Office Manager/Executive Assistant).

Qualifications:

1. High School Diploma or Equivalent
2. Minimum three years administrative and bookkeeping experience
3. Demonstrated proficiency with the Microsoft suite of office products and Quickbooks.
4. Exceptional written and oral communication skills required.
5. Exceptional interpersonal skills.
6. Highly organized and methodical
7. Can work independently with a minimum of supervision
8. Maintains confidentiality

***Proper Credentials Must Be Provided Prior to Start Date
Mandatory Background Checks Required
Mount Carmel Baptist Church is an Equal Opportunity Employer***

Submit Resume to
personnel@mtcarmel-bc.org