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# TWIN RIVERS CHURCH

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## OFFICE ADMIN ASSISTANT / BOOKKEEPER

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**SUPERVISOR:** Senior Pastor

**WORKS CLOSELY WITH:** Associate Pastor

### QUALIFICATIONS & EXPERIENCE

- A committed follower of Jesus with a heart to serve His church
- Alignment with the vision and values as a member of Twin Rivers Church
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Proficient in MS Office, Planning Center, Canva, among others (or ability to learn)
- Ability to work well in a collaborative team setting
- Proficient at handling many tasks and streams of communication simultaneously
- Experience recruiting and leading volunteers is helpful
- Creative with some experience in graphic design is a plus

### RESPONSIBILITIES

#### OFFICE CLERICAL

- Manage the church database and make sure information is updated and accurate; oversee membership transfers
- Manage church calendar and communicate appropriate updates via website, social media, email, text, etc.
- Oversee social media accounts and maintain the social media calendar
- Ensure that telephone queries are handled in a professional manner and directed to the appropriate person
- Create and design publications for staff and ministry leadership (e.g., bulletins, flyers, posters, welcome packets)
- Ensure a clean and professional environment for office visitors and meetings
- Organize office and order and maintain office supplies and equipment
- Collect and sort mail
- Oversee church rentals and key distribution
- Oversee Office Volunteers (Recruit, train, and manage)

#### MINISTRY SUPPORT

- Check inventory and place orders for ministries and events (e.g., coffee ministry, snacks, etc.)
- Prepare packets and materials for events as needed (e.g., Growth Track Events)
- Support “First Impressions Ministry” by following up with new visitors
- Support the benevolence program by screening inquiries and making recommendations to leadership
- Food bags: Handle walk-in clients wishing to receive a food bag and help restock special request food bags
- Prayer chain: Take messages and emails or call person managing the prayer chain
- Hospital Visitation: Update Pastors about all known persons in the hospital or in need of visitation

## **SENIOR PASTOR CARE**

- Schedule appointments and oversee the calendar of the Senior Pastor
- Send out reminders on behalf of the pastor for meetings and Bible studies
- Prepare materials for meetings, Bible studies, Growth Track, etc.
- Assist in preparing for and attending weekly staff meetings
- Send reminders to lead pastor about deadlines and updates as needed
- Assist with reimbursement documentation
- Other duties as assigned by the Senior Pastor

## **BOOKKEEPER**

- Provide appropriate and accurate accounting and business records for the church
- Maintain appropriate and accurate financial records using Church Windows software in following areas:
  - accounts payable
  - payroll and related payroll tax filings
  - general fund and designated fund financial reports
  - bank reconciliations
- Prepare, record, and make bank deposits
- Assist volunteers in maintaining giving records

## **SCHEDULE**

FULL-TIME (35+ HOURS)

## **COMPENSATION**

- HOURLY (Commensurate with experience)

**If interested, please email a resume to: [jeremiah@twinriverschurch.org](mailto:jeremiah@twinriverschurch.org)**