

**Church of St. John the Evangelist**  
**60 Kent Street, St. Paul, MN 55102**

**Administrative Assistant & Book-Keeper – Job Description**

**Overview**

Provide financial book-keeping services for St. John's under the direction of the Executive Administrator. Maintain, and where necessary develop, systems for quality record keeping and efficient running of the office. Build positive relationships with staff, parishioners, and guests in order to serve the administrative needs of the parish. This position is budgeted for 15 hours per week, office hours as agreed with the supervisor, and reports to the Executive Administrator.

**Responsibilities**

Including, but not limited to:

Daily

- When in the building, staff the front desk; answer the telephone and greet visitors, respond to enquiries as able or take messages and ensure they are communicated to the appropriate person for follow up, present a welcoming and helpful office.
- Help train and support office volunteers.
- Process incoming and outgoing mail; maintain postal accounts and supplies.

Weekly

- Enter Accounts Payable and Accounts Receivable into appropriate book-keeping systems and communicate with St. John's Accountant regarding these accounts as necessary.
- Assist with counting and banking of income as needed.
- Maintain parishioners financial records and assist them with enquiries.
- Maintain financial materials in pews, such as offering envelopes and eGiving information.
- Maintain comprehensive electronic and physical filing systems for all church and office records.
- Send copies of sermons, bulletins, blogs, and other materials to our homebound parishioners.
- Assist with scheduling use of building and event planning.
- Order office supplies, within the office budget.

- Support the running and vendor maintenance of all office machines and telephone systems.
- Maintain parish canonical register in partnership with clergy.

#### Monthly

- Reconcile petty cash monthly.
- Maintain Altar Flower schedule; transfer every year and send out notices to regular donors, update when donations are received.
- Assist Communications Assistant with printing and preparation of the Evangelist magazine and other mailings.
- Work with the Executive Administrator to keep Church Pension Group and St. John's personnel records updated.
- Order a monthly vestry meal.

#### Ad hoc

- Set up annual pledges in ParishSOFT, run and mail quarterly pledge statements and annual tax statements.
- Create, update, and delete St. John's email addresses as needed.
- As made aware, pass on names of parishioners who are hospitalized or have pastoral need to clergy and appropriate lay leaders.
- Acknowledge memorial gifts to the family and the donor.
- Establish a tickler file to point out seasonal duties and recurring tasks.
- Prepare sacramental certificates and record life events in membership records.
- Maintain Safe Church compliance records, run background checks, and register people for online classes.
- Assist Executive Administrator as able with ad hoc projects.

#### To Apply

Please send cover letter and resume to [sarah.dull@stjohnsstpaul.org](mailto:sarah.dull@stjohnsstpaul.org).