



Office/Finance Assistant

Part-Time (20 Hours per Week)

April 2026

Position Summary

The Office & Finance Assistant is responsible for day to day office functions of Messiah Lutheran Church in a timely, clear, and organized manner in order to further the Kingdom of God through the Ministry at Messiah. The Office & Finance Assistant collaborates with the Finance Director with administering the business affairs of the congregation.

This position functions:

- **Administratively accountable to:** Parish Administrator

The Office & Finance Assistant works directly with all Called and administrative staff of the congregation.

Responsibilities

Financial Administration

1. Perform accounts payable and receivable.
 2. Maintenance of personnel files and files related to accounts payable.
 3. Review offering summaries for correctness and prepare Ledger entry sheets and post offerings to general ledger. Enter all offerings into Realm and ACS.
 4. Prepare financial reconciliations as assigned by Parish Administrator
 5. Prepare year end giving statements for mailing.
 6. Perform additional financial duties as assigned by the Finance Director or Parish Administrator.
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Parish Administration

1. Responsible for the maintenance database records in the Realm software program.
 2. Responsible for maintaining current and accurate membership records and statistics specifically as it relates to contributions, membership, worship attendance, baptisms and weddings.
 3. Prepare monthly attendance reports for Elders.
 4. Answer incoming phone calls and greet visitors to the office.
 5. Order and or acquire necessary office and kitchen supplies
 6. Take weekly deposit to the bank.
 7. Manage weekly worship bulletins.
 8. Coordinate and assist in mailings.
 9. Coordinate and maintain records for facility usage and table reservations
 10. Coordinate office volunteers.
 11. Maintain information and prepare certificates for baptisms weddings and bulletins for funerals.
 12. Open and distribute mail
 13. Assist with directories as needed.
 14. Assist with Voter meeting preparations.
 15. Special projects, as assigned by the Parish Administrator.
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Qualifications

Employment with Messiah Lutheran Church differs substantially from secular employment. All church employees must conduct themselves in a manner consistent with and supportive of the mission and purpose of Messiah Lutheran Church and its denomination, the Lutheran Church—Missouri Synod (LCMS).

An employee's behavior must not contradict the faith, doctrine, or moral teachings of the Church and the LCMS. The applicant must:

- Be an active and practicing Christian.
- Demonstrate commitment to the teachings and ministries of Messiah.
- Exhibit Christian maturity through worship participation, lifestyle, and service.
- Maintain the highest standards of diplomacy, confidentiality, and servant leadership.

The Office & Finance Assistant will be encouraged to become a member of Messiah Lutheran Church.

Professional Qualifications

The candidate must possess:

1. A college degree in business administration or related field is desired or equivalent years of experience.
2. Demonstrated ability to work both independently and collaboratively.
3. Strong organizational and operational efficiency skills.
4. Ability to accomplish work personally and through coordination with staff, volunteers, and church members.
5. Capacity to propose, implement, and follow through on policies and programs.
6. Strong verbal and written communication skills in individual and group settings.
7. Proficiency in accounting systems and church administration software, including spreadsheets, data management tools, and word processing applications.
8. Willingness to attend workshops, seminars, and professional development opportunities to facilitate professional growth.