



**Office and Finance Administrator
Orchard United Methodist Church
Farmington Hills, MI
Reports to Clergy Leadership**

The ideal candidate will possess strong organizational, communication, computer, and customer service experience. You will maintain neatness and order in the office. Oversee stocking and maintenance of office equipment. (You will schedule and train front desk support.) You will manage the church calendar, building use, mail, and oversee building access. You will oversee church phone communications.

You will process all incoming payments to the church and record them in our ledger system. You will need to create complete and accurate statements to all donors regarding their giving. You will need to understand and analyze changes in giving to be able to estimate yearly giving and assist with budget.

This is a part time position of 20-25 hours per week from Mon-Fri. The pay for this position is \$20,000-26,000 and a review at the 60, 90 and 120 day mark. Paid time off is available.

Office Administration:

- Oversee church office, front desk coverage, scheduling, mail, and building use
- Oversee all phone communications and either route to the appropriate staff or take messages.
- Maintain and oversee church access with supervision from the church Trustees
- Support staff for worship, ministries, and events that involve building use.
- Present in the church office Monday-Friday 10am-2pm
- Attend weekly staff meetings

Financial Responsibilities include:

- Count cash offering amounts and record in Quickbooks
- Run direct deposits and record in Quickbooks
- Make bank deposits on a weekly basis
- Reconcile deposits and resolve discrepancies
- Acknowledge special donations –IRA, CGF, stock, memorials
- Send out quarterly and year-end statements to donors
- Assign and distribute offering envelopes as needed
- Answer questions about donations on an as needed basis
- Assist finance committee by tracking and analyzing giving trends within church
- Participate in meetings with the Generosity Team
- Record and report pledges during campaign

Qualifications:

- 2+ years experience working in office management or a church office
- Strong relational skills
- Strong organizational skills
- Strong written and verbal communication skills needed
- Strong competency with digital communication and Microsoft Office (or comparable software).
- Need to be able to work unsupervised well and as a team

To apply, please send a cover letter and resume to ministry@orchardumc.org