

North Seattle Church Office Administrator

40 hours per week

\$37,500 - 40,000 per year (DOE) + benefits

Reports to the Lead Pastor

Role Description

At North Seattle Church we want to positively impact the Haller Lake neighborhood by addressing the needs of the surrounding community. A primary way we do this is by using our facility as a community center, partnering with organizations such as: Lahai Health, The Bridge Coffee House, Little Nest Preschool, Shoreline Sports Foundation, NW Girl Choir, and Young Life. We are looking for a passionate individual that will oversee daily office operations and organization to help us maximize our contribution to the community. The ideal candidate is someone that is a creative problem solver, detail oriented, and has the ability to multitask and manage time well.

Responsibilities

- Maintain office supplies and equipment
- Maintain church database systems
- Process facility usage requests and manage building calendar
- Accounts Payable - Process all incoming invoices and check requests
- Accounts Receivable - Collect church and Bridge Coffee weekly deposits, issue tenant invoices for facility usage, and make bank deposits once per week
- Payroll processing for North Seattle Church and Bridge Coffee staff
- Review monthly financial reports with the Lead Pastor and Church Treasurer
- Human Resources - Onboarding new employees, maintaining personnel files, and tracking staff vacation and sick leave
- Support pastoral staff on administrative tasks as needed
- Answer the phone, reply to emails on general inquiries, and process the mail
- Compile annual reports and distribute annual giving statements
- Attend weekly staff meetings
- Additional duties as assigned by the Lead Pastor

Qualifications

- Alignment with the vision and values of North Seattle Church
- Excellent written and verbal communication skills
- Proficiency with computer and internet-based systems including Google and Microsoft applications
- Must be well organized, detail oriented and able to maintain a high level of confidentiality
- Administrative experience preferred