



Job Description

Title: Administrative Support Specialist

Reports to: Church Business Administrator

Pay Status: Part Time

Exemption Status: Non-Exempt

General Summary: The Administrative Support Specialist provides administrative and financial data entry support for the business operations of St. John Lutheran Church and its ministries. This position plays a key role in maintaining accurate financial, human resources, and facilities records under the direction of the Church Business Administrator to ensure integrity, accuracy, and transparency in all reporting.

Objective: To support the Church Business Administrator by performing accurate and timely data entry of financial transactions, human resource information, and facilities documentation. The Administrative Support Specialist helps ensure smooth daily operations and strong internal controls by separating data entry duties from review and approval processes.

Work Includes

- Recording weekly donations, invoices, and payments in QuickBooks Online.
- Preparing and tracking deposits and financial documentation for both campuses.
- Updating Human Resource and payroll records under supervision.
- Maintaining vendor, facilities, and document files in organized systems.
- Assisting with administrative and clerical support tasks to ensure the smooth operation of both the church and preschool offices.

We Require

A committed follower of Christ who upholds its beliefs and values. Someone who models integrity, service, and stewardship in all areas of responsibility.

Qualifications

- Minimum of 2 years of administrative, bookkeeping, or clerical experience.
- Proficiency with QuickBooks Online or similar accounting software preferred.
- Basic understanding of financial recordkeeping and office procedures.
- Strong attention to detail and organizational skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Excellent communication and time management skills.
- Ability to work both independently and as part of a collaborative team in a ministry setting.
- This is an onsite position

Job Responsibilities

- **Financial Support**
 - Enter weekly contributions & offerings, and send out giving statements to members.

- Prepare bank deposit slips and reconcile records with contribution reports.
- Process and code accounts payable invoices and expense reimbursements for approval by the Church Business Administrator.
- Track credit card receipts, ensuring all documentation is submitted for review.
- Maintain organized and up-to-date digital and paper files for all financial records.
- **Human Resources Support**
 - Assist with new hire paperwork and document filing for church and preschool employees.
 - Update basic employee data and track missing or expired forms.
 - Maintain logs for background checks, training certificates, and compliance documents.
 - Support the Church Business Administrator with job posting materials or volunteer role documentation.
- **Facilities & Vendor Support**
 - Maintain and update vendor contact lists, service schedules, and contract logs.
 - Record and track janitorial and maintenance requests.
 - File and organize vendor agreements, insurance certificates, and inspection reports.
- **Administrative & Recordkeeping**
 - Generate reports or summaries for the Church Business Administrator as requested.
 - Maintain the document retention log and assist with archiving and shredding schedules.
 - Perform general administrative tasks such as scanning, filing, and organizing records.
 - Maintain confidentiality of all financial and personnel information.

Job Type

- **Part-Time:** Onsite position, 10–15 hours per week.
- **Benefits:** This position does not include benefits.
- **Campus Support:** All locations for St. John ministries

Pay Frequency & Compensation

Bi-weekly (26 paychecks a year). Required to work an assigned schedule either onsite or as discussed with immediate supervisor, and comply with the company's timekeeping policy. Required to clock-in through the Paychex App at start of shift and clock-out at end of shift. Compensation based on experience.

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

For more information or to apply, contact us at Jobs@StJohnMansfield.org