

**Lakeview Lutheran Church**  
**Madison, WI**  
**Position Description for Office Administrator**

**Purpose:**

- This work is characterized by responsibility for a wide variety of administrative services (such as office clerical activities, purchasing and payroll).
- The Office Administrator (OA) manages the offices and calendars at Lakeview Lutheran Church weekdays from 8:00 am to 4:30 pm. The OA serves as a support staff person to the pastor(s) and other program staff at Lakeview. The OA is often the first contact people will have with the church office.
- This is a full-time salaried position with benefits.

**Responsibilities:**

- Prepare weekly worship books and special worship books, which includes editing, proofreading, copying, folding and compiling for distribution.
- Prepare a monthly newsletter before the first of each month after gathering material for articles from church staff, boards and committee chairpersons.
- Prepare an annual report of the congregation completed two weeks before the annual congregation meeting in April.
- Complete the Statistical Report for the ELCA on-line.
- Keep copyright licenses up to date.
- Maintain current membership information on the Revelations computer program and back up all computers twice each month.
- Maintain records to transfer members, delete members and add members as necessary.
- Maintain communion attendance records and other status information for all members (baptism, confirmation, marriage, funeral).
- Produce an annual membership directory made available to members of the congregation.
- Input all Spiritual Gifts Inventory information and keep a master list of volunteers.
- Post member pledges at the conclusion of the Stewardship Program each fall.
- Keep the Congregation Council Minutes book up to date and available for all members to read.
- Send appropriate material and pictures to the web master in a timely manner.
- Keep the voice mail system current, maintain a calendar of all events, schedule rooms for meetings and activities and process all building use requests.
- Sort and distribute mail daily and maintain an inventory of office, communion and church supplies.
- Coordinate volunteers for office tasks and other tasks as requested by the pastor(s).
- Maintain a bulk mailing system with the post office, answer and screen telephone calls, take messages, and respond to emails.
- Run payroll bi-monthly and maintain all records and forms associated with payroll throughout the year.
- Manage vouchers and pay bills semi-monthly as directed by the church treasurer.
- Record member contributions and prepare recap sheets each week.
- Credit the appropriate income accounts after the weekend deposit.

- Make accounting entries for income and expenses into the Peachtree software. Balance with bank statements.
- Maintain a check register and reconcile all bank statements.
- Maintain strict confidentiality of all church records.
- Perform related work as required.

**Skills:**

- Excellent oral and written communication skills.
- OA will be friendly, motivated and non-judgmental and will remain flexible during the workday, as interruptions are common in the church office.
- Ability to proofread and be detail oriented.
- A working knowledge of Microsoft Word, Publisher, Excel and Power Point.
- A working knowledge of Peachtree Accounting System and Revelations Church Management System.
- Ability to maintain computers and office equipment with the assistance of outside resources.
- Ability to work as a team with the staff and with the members of the congregation.
- Ability to work with a high degree of independence and discretion.
- Ability to screen emergencies is required.
- Must possess a valid driver's license and have access to a vehicle.
- Ability to maintain good attendance.
- Prior experience in a church office is preferred.

**Accountability:**

The OA is accountable to the Senior Pastor and the Personnel Committee.