



176 Ochlockonee St.  
Crawfordville, FL 32327  
850-926-7209

**TITLE:** Treasurer / Administrative Assistant

**HOURS:** This is a part-time salaried position that includes two weeks of paid vacation. Approximately 18 hours a week. Current office hours are 9:00 – 2:30 pm Monday, Tuesday, Thursday.

**QUALIFICATIONS:**

- Demonstrates a committed Christian faith and support for the mission, vision, and values of Crawfordville UMC.
- Experience in administrative support, or other relevant experience. Strong organizational skills and competency in math is required.
- Should be proficient in verbal and written communication along with typing. Have excellent command of English composition and punctuation.
- Strong computer skills. Must be proficient in MS office. Will need to work with Facebook, church website, church management software, and cloud storage.
- Ability to keep up with multiple demands and to work with others including fellow staff and parishioners.

**PURPOSE OF POSITION:**

Primary function is church administration through oversight of all activities of the church office as well distribution, organization, and oversight of church finances. The position is essential to supporting the ministry of Crawfordville UMC This person will be under the daily supervision of the Pastor and general oversight of the Staff Parish Relations Committee of Crawfordville UMC.

**JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

1. **Treasurer Duties:** a) Disburse money contributed to the church to causes represented in the church budget or as church council determines. b) Manage and disburse monies from restricted funds. c) Make regular and detailed reports on funds received and expended to committee on finance and the church council. d) Manage church payroll including the remittance of payroll withholdings and taxes. e) Oversee the remittance of conference contributions. f) Ensure compliance with church financial policies and procedures. g) Work with pastor, finance chairperson, and financial secretary in responsibly handling the finances of the church.
2. **Office Area:** Organize and maintain office area (work room and secretary's office). Responsible for creating a welcoming environment for parishioners and visitors.

3. **Office Supplies and Equipment:** Order needed office supplies (paper, paper clips, staples, etc.) and assist staff in ordering supplies for their ministry. Maintain office equipment (copier, etc.) and suggest needed replacements or improvements to Trustees.
4. **Church Communication:**
  - a. Answer, screen and direct all incoming calls. Take messages as needed.
  - b. Pick up, distribution and dissemination of all mail and correspondence.
  - c. Mail written correspondence in a timely manner. Compose letters when requested by pastor and staff.
  - d. Respond to digital correspondence in a timely manner. This includes emails and Facebook messenger. All emails sent on behalf of the church should include the pastor in CC field.
5. **Church Calendar:** Organize and maintain church calendar including all church programming / events along with outside groups. A hard copy of the church calendar should be posted publicly in the work room. The church calendar also includes keeping the online Google calendar up to date. Responsible for distribution and collection of spare keys for groups using the facilities and informing groups of building use requirements including any fees.
6. **Weekly Bulletin:** Gather information (order, announcements, etc.), type bulletin information in designated format, spell-check, proofread, get pastoral approval, copy and fold weekly bulletins. Bulletins may also include an insert to be placed in bulletin after folding.
7. **Clerical Work:** Prepare paperwork and forms for church administrative meetings. Complete monthly Missional Vital Signs report and other forms required by the Conference. Keep accurate church records including membership, personal records, and church policies. Keep all state and county registrations and records up to date.
8. **Technology:** Use and maintain church management software.

Interested candidates should forward their resume to [pastorpaul@crawfordvilleumc.org](mailto:pastorpaul@crawfordvilleumc.org)