

**First Presbyterian Church**  
**235 SW 6<sup>th</sup> Avenue**  
**Boynton Beach, FL 33435**



**Office Administrator**

This is a part-time, hourly position (weekly approximately 20 hours) with the First Presbyterian Church in Boynton Beach FL. Ideal for someone looking for flexibility in a great working environment.

**Essential Functions**

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of specific statements of duties or functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

The Office Administrator position will assist the Pastor, Session, Deacons, Committee Chairs, and the Congregation in the administrative functions of the church. This position will maintain the church calendar and communicate calendar events to necessary staff. This position will perform various program and office administration duties, provide administrative support, which requires knowledge of policies and procedures and computer hardware and software used by the church and the Presbytery.

**Responsibilities**

- Maintain and update financial records (QuickBooks and Servant Keeper).
- Serve as the main point of contact for the church.
- Maintain contact information for church members, visitors, volunteers, vendors, and organizations.
- Coordinate and maintain lease agreements, i.e., copier rental, annual fire department inspections, etc.
- Prepare reports as required and/or requested.
- Assist the Treasurer with preparation of the annual budget, giving reports and monthly financial reports.
- Coordinate with Session and Committees for Annual Reports.

**Phone 561-732-3774**  
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- Coordinate with Pastor to prepare Session packets for Elders.
- Relay communication between Pastor and volunteer preparing the weekly church service bulletin.
- Coordinate occasional church meetings and/or rentals, i.e., funerals, weddings, etc.
- Coordinate with Campus Security & Event Tech.

**Qualifications**

- Certifications in QuickBooks Pro and Microsoft Office Suite given preference.
- Minimum of 2 years of experience working with QuickBooks.
- Strong understanding of accounting principles and financial reporting.
- Proficiency in the Microsoft Office Suite.
- Excellent attention to detail and organizational skills.
- Strong analytical and problem-solving abilities.
- Effective communication and team collaboration skills.

**Salary**

Salary is commensurate with experience. Salary Range \$20-\$25/hr.

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