ST. ANDREW

Administrative Assistant, Part-Time

At St. Andrew, we are a community of people seeking to live more like Jesus every day and to learn in deeper ways what it means to follow his teachings, live in community, and serve the world.

Given the volume of sensitive personal financial and other personal information available to this position, it is our preference that a non-church member serves in this role in an effort to keep such information confidential, internalized and impartial

Summary

Under the direct supervision of the Executive Coordinator and Administrator, this position provides administrative, financial, and receptionist support to the Executive Office, Business Office, and Human Resources. This position manages calendars and meeting logistics, assists with financial reconciliations and audit preparation, supports office operations, and serves as a front desk receptionist. The ideal candidate is organized, detail-oriented, customer-service focused, able to manage multiple priorities in a professional environment, and a partner in ministry who helps fulfill the mission and vision of St. Andrew Methodist Church.

Essential Functions

Administrative Support

- Manage calendars, schedule appointments and meetings, and coordinate room reservations.
- Prepare and distribute monthly staff communications and emails.
- Organize, coordinate, and manage lunch orders and deliveries for meetings.
- Welcome visitors, answer phones, direct inquiries, and provide exceptional customer service.
- Serve as backup front desk receptionist
- Provide administrative assistance to the Human Resources department as needed.
- Assist with various HR-related projects.
- Perform general administrative and clerical duties as assigned.

Financial & Accounting Support

- Reconcile corporate credit card statements for multiple cardholders.
- Assist with monthly financial reconciliations.
- Support the annual audit process by gathering documentation and preparing requested materials.
- Provide administrative support to the Business Office as needed.

Competencies

- Have a heart for St. Andrew and support the vision and mission of the church
- Strong organizational and time management skills.
- Excellent attention to detail and accuracy.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Customer-service minded with a professional and friendly demeanor.
- Ability to prioritize tasks and manage multiple responsibilities.

- Proficiency with standard office technology and software.
- QuickBooks (preferred but not required)
- Ministry Platform (preferred but not required)
- Microsoft 365; must be proficient in Excel and Word.
- Outlook; must have extensive background in managing multiple calendars.
- Constant Contact (preferred but not required)

Required Education and Experience

- Associates Degree or equivalent experience
- Three years of administrative experience or more
- Experience working in a nonprofit, ministry, church, or professional office environment is a plus.

Position Type and Expected Hours of Work

This is a non-exempt part-time position at 28 hours per week. Work hours are Monday – Thursday, 9:00-5:00. Occasional Sunday work is required around large events.

Physical Demands

Ability to sit, stand, walk, and use standard office equipment for extended periods.
Ability to occasionally lift 25 pounds and carry office supplies and meeting materials.

If interested in applying for this position, please submit your resume, statement of faith to

resume@standrewmethodist.org

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