



Office Coordinator

The Office Coordinator is a full-time position that exists to support the ministry of Brookings First United Methodist Church through administrative activities and financial transactions.

Relationship building that conveys a sense of shared ministry:

1. Uphold the mission and ministry of The United Methodist Church
2. Provide a welcoming impression to all persons who interact with BFUMC
3. Positively greet all persons, listen sensitively and maintain confidentiality
4. Provide a friendly and supportive environment for all staff and volunteers
5. Consult with staff concerning appropriate responses for a variety of situations

Duties:

1. Positively Interact with staff, committees, vendors, volunteers, members, and guests
2. Complete church administrative activities
3. Coordinate the scheduling of church activities and facility usage according to the Facility Use Policy
4. Complete accurate and timely data entry
5. Oversee the Accounts Payable Process
6. Provide financial support including reports, budget preparation, and audits
7. Communicate with and serve as liaison for bookkeeping company and finance committee
8. Properly utilize and maintain office equipment, hardware, and software
9. Comply with the Book of Discipline, Book of Resolutions and applicable laws

Qualifications:

1. Strong computer and technology skills
 - a. Knowledge of and experience with Microsoft Office Suite (Word, Excel, Outlook)
 - b. Ability to learn financial software systems such as Church Windows and Vanco
2. Administrative office skills
3. Prefer Fund Accounting knowledge
4. Highly detail-oriented, well organized, reliable, approachable, and self-directed
5. Maintain confidentiality of information
6. Willingness to learn and stay current with administrative and financial tasks
7. Effective written and verbal English communication skills

This position is full time (35hours/week, Monday-Friday) and reports to Senior Pastor. Pay \$17.50-\$19.50/hour, depending on experience.

To apply, [complete application online](#).