



Position Title: Financial and Administrative Assistant

Work Location: Round Rock, Texas

FLSA Status: Non-exempt, Full Time

Schedule: Monday – Friday (40 hours per week)

Benefits Eligibility: Insurance and Pension, PTO and Holidays

Staff Supervisor: Executive Administrator

Position Summary: Palm Valley Lutheran Church is a vibrant, multi-generational church located in northeast Round Rock. We have traditional and contemporary services in English and Spanish; Sunday and mid-week programs, small groups, and studies for all ages; and a growing Preschool program.

The Operations team is called to work in the spirit of Acts 6 – we do the “necessary tasks” so that our ministers and volunteers are free to do the work of preaching, teaching, and service. The Financial & Administrative Assistant works with other staff, members, and visitors, to provide a high level of customer service and financial accuracy. The ideal candidate will be enthusiastic, patient, and adaptable – this position requires the ability to remain calm and positive in an environment of high traffic, interruptions, and shifting priorities as needed.

Knowledge, Skills, and Abilities:

- Five years of administrative/office support, and AP/AR experience. Church office experience is strongly preferred.
- Highly proficient computer skills - including Microsoft office applications and QuickBooks online.
- Strong proofreading skills.
- Excellent communication skills and friendly disposition.
- Bilingual (English and Spanish) a plus.

Job Responsibilities:

Financial

- Count weekly offering with a second non-related staff member. Prepare deposits for bank drop or online deposit.
- Post individual contributions and record income/expenses. Work with the outsourced accountant to ensure funds are coded to the right accounts for giving and QuickBooks online.
- Manage memorial and special contribution records, including letters of acknowledgement.
- Manage credit card system – work with staff and outsourced accountant to add receipts and code transactions. Help staff select the correct budget line as needed.
- Collect payment requests and prepare checks from all accounts for signatures twice a month, or as needed if there is a time-sensitive request. Coordinate with treasurer and additional signer to schedule signing. Executive Administrator can sign checks if necessary.

- Track and code monthly invoices for payment or auto-payment.
- Provide monthly bank statements and other financial documents requested by the Treasurer for regular review.
- Keep track of gifts for Sunday flowers and coordinate with the florist.
- Serve as backup to the Executive Administrator for timecards and payroll processing.
- Annually – track and record estimate of giving cards during Generosity Month; send annual giving statements by end of January, or as needed by member request.
- Meet with the Audit Committee annually to assist with their review.

Administrative

- Greet visitors and answer phones as the primary support for the Receptionist.
- Answer questions and provide general information for members and/or visitors when possible.
- Assist with the pvlc@pvlc.org email account, and route or handle inquiries as needed.
- Prepare weekly events listing for maintenance and custodial staff.
- Keep up with Janitorial logbook including supply needs and special notes.
- Assist with coordination of childcare reservations for Sundays/events.
- Assist the Receptionist with tasks and training.
- Serve as backup for the following:
 - Update events in the church Calendar.
 - Prepare bulletins for Sunday worship and special services.
 - Order supplies as requested/approved.
 - Inventory, organize, and order pantry supplies.
 - Mail handling – going to the Post Office, checking onsite box, distribution.
- Coordinate staff celebrations and special events/meals.
- Attend weekly staff meetings.
- All other duties as assigned.