



48 Perrin Street - Fairport, NY 14450 - 585-223-0634 - [www.blcfairport.org](http://www.blcfairport.org)

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Job Description – Bookkeeper and Office Administrator  
Reports to Head of Staff Pastor  
Effective April 10, 2025  
FLSA Nonexempt  
Salary Range: \$22-\$27/hour

### Job Summary

The mission of the Bookkeeper and Office Administrator position is to work alongside the Treasurer and Financial Secretary to provide day-to-day management of BLC's finances; work with staff in the administration of Bethlehem's office, including coordinating volunteers who assist with office management; and provide other administrative support to the congregation.

### Essential Functions

- Administers BLC office including processing and sorting mail, maintaining email and phone communication, and overseeing office management and organization
- Manages the church calendar and coordinates planning with staff and volunteers
- Ensures the preparation of printed/on-line materials, mailings, other office priorities
- Arranges for purchase of office, worship, and ministry supplies (ie, candles, toner, curriculum, etc.)
- Ensures that congregational financial and record-keeping is timely and accurate

### Qualifications and Core Competencies

- College graduate or equivalent work-related experience
  - Previous experience as an Administrative Assistant or Office Manager a plus
- Proven experience working with Microsoft Excel, as well as experience with payroll processing, bookkeeping software, and database management (such as Breeze)
- Strong computer skills, familiarity with Microsoft Office suite, and the ability to navigate a variety of online tools and resources.
- Experience in organizing, coordinating, and developing volunteers to assist with key day-to-day administration operations

### Physical Requirements

- Able to speak in one-on-one and small group forums.
- Able to work on a computer and in various online environments
- Able to work efficiently in both in-person and remote environments

### Core Competencies

- **Organizing.** Gather and organize information and resources (people, materials, etc) in order to maintain BLC's Calendar of Events; can juggle multiple activities at once to accomplish a goal; can evaluate and prioritize competing demands in order to meet deadlines; works with staff and volunteers to track supplies, resources, and record keeping to ensure that material and information is available when needed.
- **Accuracy.** Attends to the details of recording and tracking information properly.
- **Trust and integrity.** Is widely trusted; seen as direct and truthful; keeps confidences, admits mistakes, acts in line with congregational commitments of meeting people where they are, and teaching, encouraging and learning from one another; balances urgency and compassion when working with people.
- **Interpersonal relationships.** Relates well to all kinds of people, inside and outside the congregation; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.

Addendum:  
Bookkeeper and Office Administrator

The work schedule includes:

- 12-15 hours per week flexible schedule, some hours required during the day and in-person M-F and some hours may be remote
- Schedule will be established in coordination with Head of Staff Pastor
- Attend weekly staff team meetings
- Interacting with Treasurer and Financial Secretary

Paid Time Off:

- 24 hours per year paid at the hourly rate at the time of the vacation. Schedule to be agreed to in advance with Head of Staff Pastor. Vacation time is available after 90 days of employment and accrues throughout the calendar year at the rate of 6 hours/per quarter.
- The Church provides paid holidays as outlined in the BLC Personnel Policy at 2.5 hours/day.
- 12 hours per year sick time, effective upon date of hire.

Unpaid Time Off: In accordance with BLC Personnel Policy, it is permissible to schedule in advance with approval of the Supervisor.

Candidates must complete a required background check.

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Signature

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Date