

Job Posting

Position Title: Office Manager/Bookkeeper

Reports to: Pastor and Church Council

Employment Type: Part-time (20–25 hours/week) – in office

About Lord of Life Lutheran Church (ELCA)

Lord of Life Lutheran Church in Garner, NC, is a small and growing congregation rooted in the mission of welcoming all people, deepening faith, and serving our neighbors. We are an inclusive and affirming church where ALL ARE WELCOME. NO EXCEPTIONS. We practice radical hospitality just as Jesus did and proclaim the unconditional love and amazing grace of God.

Position Summary

We are seeking a detail-oriented, organized, and personable Office Manager/Bookkeeper to support the day-to-day operations of the church office and financial management. The Office Manager/Bookkeeper serves as the central hub for church communications, office administration, and financial recordkeeping. This role requires excellent organizational skills, proficiency with office software, confidentiality, and the ability to work collaboratively with the pastor, church council, committees, and congregation members.

Key Responsibilities

Office Administration

- Serve as the first point of contact for phone calls, emails, and visitors to the church office, providing prompt and courteous service.
- Maintain church calendar, schedules, and room reservations.
- Prepare and distribute church communications, including weekly bulletins, newsletters, and announcements.
- Prepare worship slides in the FreeShow software.
- Maintain organized church records, membership database, and files.
- Order and manage office and worship supplies.
- Recruit and supervise volunteers in specific office functions.

Bookkeeping & Financial Management

- Record weekly contributions in the church's software.
- Maintain accurate financial records using church accounting software (ParishSoft).
- Process payroll and reimbursements, issue checks as directed by the treasurer
- Manage accounts payable/receivable and bank reconciliations.
- Assist with annual budget preparation and year-end financial reports.

Support to Pastor, Staff & Congregation

- Provide administrative support to the pastor, staff, and lay leaders.
 - Assist in coordinating volunteers for office and worship needs.
 - Maintain confidentiality regarding church, staff, and member information.
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Qualifications

- Previous experience in office administration, payroll services, and bookkeeping in nonprofit or church settings preferred.
 - Proficiency in Microsoft Office Suite, and Google products, and familiarity with ParishSoft and FreeShow preferred.
 - Strong organizational, interpersonal, and communication skills and positive attitude.
 - Ability to work independently, manage multiple tasks, and maintain attention to detail.
 - Commitment to professionalism, confidentiality, and the mission of the church.
 - Future forward and growth oriented with the ability and desire to adapt to new methods and procedures.
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Hours & Compensation

- 20–25 hours per week, based in the church office, typically M-Th, 11am-5pm
 - Compensation based on experience and qualifications, \$20-25/hour.
 - Pro-rated vacation, sick leave, personal time in accordance with Personnel Policies
 - Reports directly to the pastor with oversight from the church council.
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How to Apply

Interested applicants should submit a resume and cover letter to: Lord of Life Lutheran Church, ELCA at personnel@lolgarner.com.

Applications will be reviewed until the position is filled.