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Department: Business Administration

Reports to: Office Manager and HR/Payroll Coordinator

Supervises: None

Overview: Assisting in entry level accounting/QB, assisting in recruiting, perform general office duties.

Relationships with other departments

- Meets on a regular basis with other employees in staff functions and meals.
- Attends weekly Chapel services with all staff.
- Participates in staff activities.

Duties:

- Assist in A/P for all departments – monitor online due dates and payments
- Keep track of vendor bills
- Scan and organize receipts into QB
- Organize and remove all unnecessary files as needed for secure storage in appropriate storage areas – update current filing as needed
- Assist in initial contact calls for recruiting new potential candidates as needed
- Help prepare annual local and State registration paperwork
- Assist in tenant requests and needs
- Assist in preparing for the annual board meetings
- Assist in preparing for staff appreciation activities
- General office duties as assigned

Job Qualifications:

- Office/accounting experience preferred
- Sign the Liebenzell Ministries Doctrinal Statement, testifying adherence to the doctrinal position.
- English language fluency and ability in writing with style.
- Proven professional skills, evidence of good judgment, results driven.
- Strong project management and database management skills.
- High organizational commitment and professionalism.
- Creative, innovative, and intuitive.
- Able to establish and accomplish self-directed goals and objectives.
- Proficient in office technology – Microsoft 365 and QuickBooks

Physical Demands and Work Environment

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate office machinery, is often required to sit, stand, walk, reach with arms and hands.
- Vision abilities required by this job regularly include close vision, distance vision and peripheral vision.
- The noise level in the work environment regularly varies from quiet to moderate.