

Cross Lutheran Church and School Job Posting

Job Title: Church and School Office Administrator

Reports to: Principal and Pastor

Summary:

The Church and School Office Administrator is the primary administrative support person for Cross Lutheran Church and School, helping ensure smooth daily operations through clerical support, communication management, and basic accounting. This individual plays a key role in maintaining a welcoming atmosphere in the office while handling confidential records, coordinating schedules, and managing routine financial tasks.

Responsibilities:

- Serve as the first point of contact for the school and church office: greet visitors, answer phones, and respond to emails
- Manage communications such as newsletters, announcements, calendars, and bulletins
- Maintain and update student and member records with confidentiality and accuracy
- Provide clerical support to teachers, staff, and church leadership
- Prepare letters, reports, and other documents as requested
- Process incoming and outgoing mail and deliveries
- Maintain office supply inventory and place orders as needed
- Assist with coordination of events, chapel schedules, and volunteer efforts
- Track tuition payments, lunch accounts, and other school-related financial records
- Process invoices, prepare and issue checks, and maintain records of bills paid
- Record deposits and assist with reconciling bank statements
- Work with the church treasurer/bookkeeper to ensure financial accuracy
- Maintain confidentiality and professionalism in all aspects of the job

Qualifications/Skills:

- High school diploma or equivalent required; training in office administration or accounting preferred
- Strong organizational and communication skills
- Proficiency in Microsoft Office (especially Word, Excel, PowerPoint, and Publisher) and Google Workspace
- Prior administrative or secretarial experience preferred
- Basic knowledge of bookkeeping and billing processes
- Confidentiality, dependability, and a welcoming demeanor
- Ability to multitask and stay calm under pressure
- Familiarity with church and/or school settings is beneficial

Hours:

- **School Year:** 7:30 a.m. – 4:00 p.m., Monday–Friday
- **Summer and School Breaks:** 15 hours per week

To Apply:

Submit a letter of interest and resume to **schoolinfo@crosslutherschool.org**

Deadline:

August 8 or until filled