

Augsburg Lutheran Church

Job Title: Office Administrator

Classification: Salaried Exempt
32-35 Hours Avg Per Week

Date Created: 04/12/2026

Reports To: Senior Pastor or designee

Job Summary:

The Office Administrator is responsible for coordinating and executing the operations of the church office, including financial accounting and controls, and supporting pastors, staff, and congregation members.

Education/Experience:

- Three to five years of prior administrative experience with background in accounting or finance.
- Associate's or Bachelor's degree in accounting, business operations, or related degree preferred.
- Prior experience in using accounting software.
- Familiarity with church office setting.

Skills/Abilities:

- Strong attention to detail and organizational skills.
- Experienced in Google Suite and financial management programs.
- Trustworthy and able to maintain confidential information.
- Strong collaborative, communication, analytical and writing skills.
- Ability to work collaboratively, make decisions under pressure and engage supportively with a wide range of members, staff, and outside vendors/businesses.

Physical Requirements:

- Must be able to remain in a stationary position for extended periods of time, but walking and standing are required to get around the church building.
- Must be able to lift 20 pounds and climb stairs.

Duties/Responsibilities:

Financial Operations:

- Check Processing, Signature Coordination and Monthly Bank Reconciling
 - Prepare and print checks in a timely manner for payment processing.
 - Notify authorized signers when checks are ready for approval and signature.

- Payroll
 - Coordinate time sheet collection, supervisor approval, and payroll deductions.
 - Submit bi-monthly payroll.
 - Assist Senior Pastor in management of staff paid time off (PTO).
- Banking & Financial Institution Relations
 - Maintain positive and proactive relationships with banks and fund managers.
 - Ensure accounts are up to date and in good standing. Resolve any banking issues as needed.
- Coordinate annual ELCA benefits with pastors and benefits provider and manage payroll deductions with payroll provider.
- Prepare 1099 for vendors and contract employees.
- Submit semi-annual sales tax refund.
- Committee Budget and Expense Management
 - Work with Treasurer to gather and distribute annual budget allocations to each committee.
 - Provide monthly financials to Treasurer(s) and other committees.
 - Conduct monthly follow-ups with committees to monitor budget usage and spending alignment.
 - Attend monthly evening Finance Ministry Team meeting.
 - Work with Finance Team on annual audit.
 - Coordinate with Treasurer(s) and Senior Pastor to submit annual Synod financial report.
- Shred financial documents that are beyond the record retention parameters.

Administrative Support:

- Offering Envelopes & Giving Materials
 - Coordinate with the Stewardship Committee and Financial Secretary the ordering/purchase of annual offering envelopes.
- Coordinate the scheduling, training, and support of office volunteers
- Answer phones and handle office inquiries during set office hours, when not covered by a volunteer.
- Coordinate the ordering of various items for special worship appointments and resources throughout the church year.
- Be the point of contact with the florist for the weekly delivery of flowers for all services.
- Assist ministry teams with their logistical needs and administrative needs as directed by congregational leadership including offering envelopes, registration for events, and issues related to insurance. Coordinate office equipment contracts and supply ordering, facility church holiday extra needs like additional flowers, decorating needs, etc.
- Oversee all registration, waivers, and invoices for outside groups including weddings and funerals.
- Oversee the annual report process and coordinate distribution to church partners.

Human Resources Support:

- Maintain employee personnel records and files, including oversight of worker's compensation, insurance, and human resources policies and procedures.
- Prepare new employee paperwork and enroll new employees to payroll forms, employee handbook, and Safe Gatherings requirements.

Staff Support:

- Assist pastoral leadership as a secondary point of contact with other staff members to assist them or give direction where appropriate.
- Provide administrative support for pastors and congregational leaders as requested.