



Good Shepherd Lutheran Church Employment Opportunity

Parish Administrator & Bookkeeper

Good Shepherd Lutheran Church is seeking a qualified, detail-oriented individual to serve in the role of Parish Administrator and Bookkeeper. These positions support the pastor and parish community by ensuring the smooth operation of parish administration and financial stewardship. The tasks of Parish Administrator and Bookkeeper are currently being fulfilled by one person. We would consider splitting the positions among two persons.

Parish Administrator

Position Summary

The Parish Administrator oversees and implements the administrative/clerical, communication and volunteer coordination efforts of the congregation.

Responsibilities:

- Manage day-to-day parish office operations
- Supervise administrative staff and volunteers
- Coordinate parish calendar, events, and facility scheduling
- Maintain office parish records and documentation
- Oversee parish communications (bulletins, newsletter, website, correspondence)
- Serve as liaison between pastor, staff, ministries, vendors, and parishioners

Qualifications:

- Have 3 to 5 years' experience in administration or management
- Strong leadership and organizational skills
- Excellent written and verbal communication
- Ability to maintain confidentiality
- Familiar with Microsoft Word, Excel and Publisher (or other equivalent newsletter/brochure software)
- Familiar with Realm software (or other equivalent parish management software)

Bookkeeper

Position Summary

The Bookkeeper is responsible for maintaining accurate financial records and ensuring proper stewardship of parish funds in accordance with accounting standards.

Responsibilities

- Maintain general ledger and financial records
- Process accounts payable and receivable
- Prepare and process payroll
- Reconcile bank and investment accounts
- Prepare monthly and annual financial reports
- Assist with budgeting and financial planning
- Support audit preparation
- Ensure compliance with Synod and legal financial requirements

Qualifications

- Minimum 2 years' bookkeeping or accounting experience
- Knowledge of accounting principles
- Familiar with Realm Software (or other parish membership and bookkeeping software)
- High attention to detail and strong organization skills
- Ability to maintain strict confidentiality

Position Details

- Employment Type: Fulltime
- Compensation: Commensurate with experience
- Benefits: Paid vacation

Interested candidates should submit a cover letter, resume and three references to:

Pastor Andrew Isenhower at
www.gslc.com or
call (803)787-4413

Position open until filled.