



RESONATE CHURCH

Office Administrative Assistant

VISION

As a team member of our Network team who is located in Pullman, WA, the Office Administrative Assistant ensures the seamless day-to-day operations at Resonate. This Part Time role supports the operations of our Organization by performing needed administrative tasks at our Pullman office. The work that the Office Administrative Assistant would accomplish at the Pullman office would support the operations of our entire Church Network.

JOB RESPONSIBILITIES

- Mail Management: Efficiently collect, open, and distribute office mail.
- Bookkeeping: Accurately record checks into the bookkeeping system.
- Bank Transactions: Scan checks into the bank with proper documentation. Conduct bank runs for cash deposits as needed.
- Expense Processing: Print and mail checks for Resonate expenses, ensuring timely processing.
- Filing and Organization: Perform minor monthly filing tasks for organized records.
- Manage office supplies.
- Handle miscellaneous organizational duties to enhance office efficiency.

QUALIFICATIONS

- Organization Skills: Ability to handle multiple tasks with attention to detail.
- Financial Knowledge: Familiarity with budgets, basic bookkeeping, and financial processes.
- Communication: Effective written and verbal communication skills.
- Tech Proficiency: Comfortable with google suite and electronic document management.
- Reliability: Punctual and dependable, especially for time-sensitive activities.
- Confidentiality: Understands the importance of handling sensitive information discreetly.