



Job Opportunity: Receptionist / Data Entry

GENERAL DESCRIPTION

This is an opportunity to work in an environment committed to Christian values and objectives. Open Bible Churches, located at 2020 Bell Avenue in Des Moines, Iowa, collaborates with 2,000 global and national affiliated churches and receives contributions and distributes funding in support of a variety of affiliated and partner ministries. The position reports directly to the secretary/treasurer of the organization. This is an office with 11 people, all of whom assume responsibility for contributing to a purposefully Christian atmosphere. Employees have historically preferred to remain for several years. Candidates should identify with Open Bible Churches' mission to globally make disciples, develop leaders, and plant churches, and have built a record of integrity with skillsets and professionalism that both blend with our team environment and flourish through individual work.

RESPONSIBILITIES

Receptionist and data entry, including:

- Answer the phone and welcome on-site guests
- Distribute mail daily and prepare outgoing packages as needed
- Prepare and reconcile automated bank deposits daily
- Set-up new donors and update current donors' info in computer system
- Enter donor financial data into computer accounting system
- Use stamps.com to create stamps as needed
- Facilitate product and supply orders
- Prepare donor receipt mailing monthly and other mailings as needed
- Help with the processing of minister credential renewals annually
- Maintain physical files as needed

QUALIFICATIONS

- A record of assuming work initiative and accepting accountability for that work
- Experience commensurate with responsibilities above
- Microsoft Office skills
- Attention to detail, accuracy, clear communication, and problem-solving
- Ability to work independently and as a listener/contributor member of our team

BENEFITS

24-28 hours per week. PTO and paid holidays available. Hourly wages are determined based upon experience and job scope. Start date is January 2, 2025.

APPLICATION PROCESS

Review of applications will begin immediately and continue until a suitable candidate is selected. Employment is contingent upon satisfactory results from a background check. Only those candidates deemed most qualified will be contacted for interview.

Apply by email to brian@openbible.org

Attach the following to your email, in PDF or Microsoft Word format:

- Letter of application, which includes your perspective on/identification with Open Bible Churches' mission
- Resume
- Salary history/requirements

Receipt of complete applications will be acknowledged by return email within 3 business days.