

**Secretary-Bookkeeper Job Opening  
Triangle East Baptist Association**

102 W Noble St.  
Selma NC 27576  
919-965-9450

[info@triangleeast.org](mailto:info@triangleeast.org)

**Job Title:** Part-time Secretary-Bookkeeper

**Close Date:** November 8, 2024

**Company:** The **Triangle East Baptist Association** (TEBA) exists to... assist churches in making disciple-making disciples. We strive to help strengthen, facilitate and inspire our network of Baptist Churches to advance the Gospel through our shared values of: Evangelism, Missions, Cooperation and Support.

**Job Description:**

1. Assist the Association and Associational Missions Strategist in the assignment and carrying out of the total administrative functions of the associational office.
2. Correspondence
  - a. Receive and distribute incoming mail.
  - b. Help prepare correspondence for the Associational Missions Strategist and the associational officers, committees and organizations. Assist them in carrying out their duties.
  - c. Stamp and prepare all mail for delivery to the post office.
3. Assist Associational Missions Strategist
  - a. Keep an up-to-date calendar of the Associational Missions Strategist's schedule.
  - b. Assist the Associational Missions Strategist in coordinating associational functions.
  - c. Assist in preparing the conference room for associational meetings.
4. Bookkeeping
  - a. Post all incoming funds.
  - b. Prepare and make bank deposits.
  - c. Pay all bills.
  - d. Balance all bank statements.
  - e. Prepare the quarterly and annual financial reports.
  - f. Receive, record and administer funds in their appropriate accounts.
5. Receptionist and Communications Specialist
  - a. Welcome visitors to the associational office and refer them to the proper person(s) who can meet their needs.
  - b. Receive incoming telephone calls, emails, or texts, answer inquires, check answering machine daily, and refer matters for handling when necessary.

6. Periodical Mailings, Constant Contact and other Social Media Usage:
  - a. Assist in the preparation and mailing of the “TEBA Messenger” or other digital format.
  - b. Assist in the preparation and mailing of all associational bulk mailings.
7. Operate and assist others in the operation of all office machines. Be available to assist associational leaders in carrying out their duties.
8. Annual Meeting
  - a. Gather information and reports from associational leaders for the annual Book of Reports. Prepare the document and have copies ready for the Fall Semi-Annual Meeting in October.
  - b. Assist in any publications associated with the Spring Semi-Annual Meeting.
  - c. Assist committees and leadership in preparation for these semi-Annual meetings.
9. Quarterly General Board Meetings (generally the 4<sup>th</sup> Thursday in January, March, June, & September)
  - a. Gather information and reports from associational leaders in preparation for the quarterly Board Meetings. Prepare handouts with pertinent information (Quarterly financial reports, proposed budgets, etc.)
  - b. Assist in publishing documents associated with the Quarterly General Board meetings.
  - c. Assist committees and leadership in preparation for the Quarterly Board meetings.
10. Keep the associational office stocked with the necessary office supplies.

**Office skills needed:**

Familiarity MS Word, MS Excel, PowerPoint, and Quick Books;  
Adobe PDF and Illustrator Design; General knowledge of Network  
Systems, Online Banking, Website design, and Technology management.  
Ability to use social media (Constant Contact, etc.) and print media useful for  
advertising upcoming events.

**Benefits:** Travel reimbursement of \$400.00 available yearly to cover work-related travel expense (with mileage documentation). Christmas Bonus

**Salary and Hours:** Annual Salary \$18,850 (\$14.50/hr.) for a 25-hour work week, 8am-1pm, M-F

**How to Apply:**

Please submit resume **Nov. 8, 2024** either through the TEBA email address [info@triangleeast.org](mailto:info@triangleeast.org) or by personally submitting it to the TEBA office at 102 W Noble St, Selma NC 27576. Please **DO NOT MAIL** your resume due to the short time frame. Please call prior to coming to the TEBA office.