
Church Administrator Resume

Job Objective

To be given an opportunity to exhibit my Church Administrator skills and use my knowledge to contribute to the growth of the organization.

Work Experience:

Church Administrator, November 2007 – Present
Grace Lutheran Church, Midland, MI

- Administered the working of the office such as payrolls, keeping personnel information.
- Coordinated with contractors and vendors for church work.
- Managed the financial dealing of the church such as payroll, taxes and keeping a track of all the offerings made to the church.
- Represented the church in church committees.
- Maintained the facilities provided in the building and administered their proper working.
- Prepared and maintained records on the church computer system.

Church Administrator, December 2001 – October 2007
Medford Church, Midland, MI

- Maintained office activities such as payroll, training of church volunteers and the church website.
- Supervised the proper functioning of all the facilities of the church.
- Assisted the Financial Secretary with the church accounts, maintained the records of all the offerings made to the church.

Summary of Qualifications:

- Remarkable financial and administrative management in a non-profit organization
- Sound knowledge of church operations in accordance to the regulations
- Profound knowledge of the ACS technologies used most commonly in churches
- Ability to work on the computer network and other server network operations
- Ability to work in the evenings and on the weekend
- Proficient in the management software such as office applications
- Familiarity of the needs of a commercial building

Education:

Bachelor's Degree in Business Administration, Bradley University, Peoria, IL

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