

Administrative Assistant

The Administrative Assistant fulfills a vital ministry in and through the Church. The person selected to this position will aid the Pastor and Church leadership in fulfilling the clerical responsibilities of the Church including general office, accounting (QuickBooks), and publications. The Administrative Assistant is part of the ministry team, which requires excellent people skills and cooperation.

Qualifications:

- Pass a criminal background check.
- Possess a minimum of high school diploma or GED.
- Familiar with general office and accounting procedures either through formal training or equivalent experience.
- Previous administrative work experience, preferably in a Church office.
- Ability to perform bookkeeping duties in QuickBooks and transmit it into Excel spreadsheet.
- Computer literate with hardware and software including Word, Excel, Publisher, Power Point, QuickBooks and ACS Realm Church management software.
- Must possess good organization skills, as well as good oral and written communication.
- Must possess good people skills to relate to a diverse group of people such as Pastor, Church leaders, members and visitors.
- Conduct himself/herself in a courteous and professional manner while keeping a neat appearance and orderly workspace.
- Maintain a high degree of integrity with personal and confidential information of Church congregation and staff.

Responsibilities:

- Greet all incoming visitors and staff in a courteous manner.
- Answer all telephone calls and direct them to appropriate staff member.
- Sort incoming mail and distribute to the proper individuals.
- Forward all email and written correspondence in an efficient and courteous manner.
- Publish the Church calendar, with events as provided and approved by Church Council. Collect all dates for special Church events, recreational programs, facility reservations, organizational meetings, maintenance service contracts, etc.

- Post all weekly giving, tithes and offerings into the appropriate software on Monday.
- Update and record membership-related data, including birthdays & anniversaries, into the appropriate software in a timely manner.
- Keep workspace organized and weekly back-up computer files, including QuickBooks, into the designated hard drive.
- Perform accounting duties: A/P, A/R, Payroll, financial statements, budget, check preparation and bank related activities.
- Prepare Bulletins for all services. Collect weekly announcements, order of worship, Nursery, Children's Church, and Security volunteers. Input, arrange and proofread before printing. Print a total number of copies as is usually required for worship attendance.
- Verify the reoccurring order of Sunday School literature each quarter.
- Prepare and design the monthly Church newsletter. Collect each ministry's article for the month. Create a format of information suitable for use in appropriate Social Media platforms and via printed distribution.
- Maintain the Church filing system in a current, orderly and secure manner.
- Notify designated person to order flowers when a member passes away.
- Acknowledge receipt of gifts to memorial funds in a timely manner. Notify the appropriate individual(s) of the gift and the donor.
- Ensure that Church membership records are up to date. Maintain the Church database in Realm by tracking all new and current member addresses and telephone numbers. File the completed member information sheets and give copy to designated deacon. Track all information pertaining to the transfer, death or addition of members. Collect names and addresses of all first-time visitors and give original information card to Pastor.
- Inventory and order all office supplies, such as paper, toner, etc.
- Notify the Properties Committee Chairperson of issues regarding Church facilities or equipment for resolution.
- Provide administrative assistance as requested by the Pastor or Church leaders.

Supervisory Controls:

The Administrative Assistant is under the direct supervision of the Pastor or his designee. He/she also relates to the Personnel Committee as prescribed in the Church constitution and By-Laws.

Work Schedule:

The Administrative Assistant is required to be present in the Church office during scheduled hours unless he/she has received prior approval from the Pastor or his designee. Church hours are Monday through Friday 9:00 AM to 2:00 PM or 8:00 AM to 1:00 PM. When the hours are decided upon, that will be the set hours. No changing back and forth. Hours must be consistent for Pastor and members.