

ADMINISTRATIVE ASSISTANT

Main Purpose:

To provide administrative and financial services to church staff and organizations. To facilitate the business affairs of the church with appropriate groups in the church. Part Time (20-25 hours per week).

Responsibilities:

Office Management

1. Manage church office and operations including routing calls, emails, printing, mailing, telephone operation, computers, purchasing, inventory, calendars, schedules and filing
2. Maintain church financial records under the direction of the Treasurer and Pastor (or Head of Staff).
3. Provide main clerical support for the pastor

Organizational

1. Provide support for pastor and groups in the church, including research of records, and preparing background information as time permits
2. Provide financial information for pastor and groups in the church
3. Prepare accurate monthly and yearly financials
4. Prepare payments for all bills
5. Coordinate proper use of facilities by church and non-church groups in coordination with the Sexton.

Communication

1. Responsible for church publications including monthly newsletter and bulletin
2. Coordinates and facilitates church public relations

Record Keeping

1. Work with Church Treasurer and Finance Committee in preparing financial records on a timely basis
2. Assist with the maintenance of church records (electronic and hard copy)

Qualifications: Degree or equivalent. Proficiency with computer hardware and software. General knowledge of Quick Books or equivalent. Must be able to maintain composure in stressful situations. Comfortable working in a religious environment. Ability to relate well to people of varying ages.

Relationships: The Administrative Assistant relates to the Pastor (or Head of Staff), church staff, Clerk of Session, church treasurer, Finance Committee, members and friends of the church and the public.

Accountability: The Administrative Assistant is accountable to the Head of Staff, in cooperation with the Personnel Committee.

Performance Review: Conducted annually by the Personnel Committee and the Pastor (or the Head of Staff).

POSITION DESCRIPTIONS OF STAFF

Revision Date: July, 2009; June 2014