

JOB DESCRIPTION

Issue Date 04/18/04

Revised Date 07/11/19

Job Title: Administrative Assistant

Overall Purpose and Objective of Position

This position oversees the daily operation of the church office.

The principal job function of this position will be the day to day execution of church office duties. Daily interaction with church members and visitors is integral to the position.

Primary Responsibilities/Essential Functions

- Answer phones, screen calls, take messages
- Greet and assist visitors
- Sort and process incoming and outgoing mail
- Keep accurate and up-to-date membership records
- Maintain church files and records, including historical records
- Maintain correspondence as required by Ministerial staff
- Weekly publication of Sunday Bulletin
- Reports and correspondence as required by various committees
- Maintain personnel attendance records
- Receive/process bills for payment in a timely manner
- Receive funds submitted to church and process appropriately
- Keep up-to-date financial information on file
- Update church website
- Establish and maintain social media platforms

Additional Responsibilities

- Monitor/order supplies for church office, while observing budgetary concerns
- Assist tellers as needed
- Assist with VBS needs
- Other job duties that may be assigned

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Administrative Assistant

Church Conformance Statements

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with co-workers, church members, and the general public.
- Work together in a cooperative spirit to serve the best interests of the church.
- Operate in a fully responsible manner and comply with the law and church policy.
- Adhere to the church's Statement of Faith and Mission Statement

This document is not to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. The church reserves the right to modify responsibilities to respond to changing business demands.

Education/Professional Certifications/Licenses

The following is the basic qualification: Two years of college

The following is the preferred qualification: Four years of college

Experience

The following is the basic qualification: Three to five years of administrative experience.

The following is the preferred qualification: Microsoft Office Skill sets – Proficient in Excel, Word, and Publisher

Knowledge/Skills/Abilities (including any physical demands)

The following are required:

Must have good analytical skills, be able to prioritize jobs, manage projects, solve problems and work well under pressure.

Proficiency with MS Word, Excel, and Publisher

Ability to work independently and propose solutions.

Strong verbal and written communication skills

Must have strong organizational skills

Equipment Used

Typical office equipment: PC, telephone, fax machine.

Working Conditions

Work is performed in a typical office environment. Extensions of regular working hours are occasionally necessary to complete time-sensitive projects or to respond to emergencies.

Employee Supervision

No supervisory responsibilities.

Decision Making/Accountability

Applies knowledge learned on the job to perform duties and handle customer service issues. Provides any other assistance as directed by supervisor; prioritizes personal workload throughout the day to ensure meeting of deadlines. Consults with supervisor regarding complex issues.

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