

Job Description

Job Title: **Administrative Assistant**

Held by:

Employment Status:

Reports To:

Full-Time

Church Administrator

Summary of Position:

The Administrative Assistant will coordinate all activities of the church office and perform administrative duties related to the operations of the church. This will require a firm grasp of the beliefs, values, and strategy of CFCOG.

Duties & Responsibilities:

The Administrative Assistant will be responsible for the following:

1. **Office Communication:** The Administrative Assistant will ensure timely and professional communication with the staff to include the following:
 - Act as receptionist in screening and routing all incoming calls and receiving visitors
 - Check and respond to all emails as soon as possible, routing to appropriate staff when necessary
 - Route incoming mail, packages, and faxes to appropriate staff
 - Participate in weekly staff meetings
2. **Documentation:** The Administrative Assistant will generate and prepare various documentation as related to the functions of the church as follows:
 - Maintain files of all invoices, correspondence, and reports
 - Keep computer databases and mailing lists up to date
 - Make reservations for use of church facilities, bringing them to weekly staff meetings for approval
 - Submit weekly timesheet
3. **Financial:** The Administrative Assistant will be responsible for the following financial functions:
 - Post weekly deposits and church contributions
 - Pay all bills for the church, following established guidelines of having checks signed by church Treasurer
 - Submit weekly time worked for all employees to the church payroll company for bi-weekly payroll checks
 - Reconcile General Fund banking account monthly
 - Generate and make copies of financial reports for Deacons and monthly Elder Board meetings
 - Generate and mail yearly church contribution report to members

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4. **Other Responsibilities:** The Administrative Assistant will be responsible for the following additional responsibilities:
- Purchase and maintain all office supplies
 - Recruit, schedule, and train volunteer office help
 - Provide administrative support to all Pastoral Staff as needed
 - Other duties as assigned

Job & Moral Qualifications:

- Must be a professing Christian
- Must hold an active membership, attend regularly, and be in good standing with a local church
- Must strive to live in such a way as to bring the utmost respect in representing the church
- Must demonstrate a high level of trust and be conscious of the need for confidentiality
- Must exercise discernment and wise judgment
- Must have a minimum of five years of experience in secretarial work
- Must have strong communication, computer, and organizational skills
- Must be proficient in the use of standard office tools and software (copy and fax machine, Microsoft Office products, etc.)
- Must always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, and accountability
- Must be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility
- Must be a self-starter and good at multi-tasking and prioritizing projects
- Must possess the ability to work independently without supervision