

Calvary Baptist Church

Administrative Assistant

Ministry Profile and Job Description

Job Title: Administrative Assistant

Purpose:

A strong ministry of administration makes it possible for Calvary Baptist to pursue its ministry goals fruitfully, to maintain its records accurately, and to communicate with its members effectively. The Administrative Assistant coordinates the functions of the church office, maintains church records, greets individuals who contact the church during the week, and promotes the ministries of Calvary by providing administrative support to its staff, committees, teams and members.

Relationships:

The Administrative Assistant is supervised by the Senior Pastor; works most directly with the Receptionist/Office Assistant, the other members of the church staff and the congregation's financial officers; and is accountable to the Personnel Committee.

Qualifications, Skills and Gifts:

- A strong and growing personal relationship with Jesus.
- A commitment to represent the Lord and His church through appropriate conduct, speech and dress.
- An ability to welcome others warmly in person and on the phone.
- An ability to work well with others in the accomplishment of shared goals.
- A capacity to organize tasks so that work is completed in a timely fashion.
- An attention to detail that insures accuracy in church record keeping.
- A willingness to maintain confidentiality in communications with church staff, church members, and others who contact the church office.
- An ability to work with Microsoft Word, Microsoft Excel, Microsoft Publisher, PowerChurch, and typical internet and email programs.

Description of Duties:

Financial Duties:

- Code purchase orders to appropriate budget line items
- Receive and date invoices
- Match invoices and receipts with purchase orders
- Prepare payables for signature by church financial officers
- Be available to meet with the Finance Committee as necessary
- Serve as liaison between church and outside accounting firm
- Use church management software to track congregation's financial transactions
- Enter individual giving amounts in church management software

Other Duties:

- Work with the Receptionist/Office Assistant to greet those who contact the church office in person or by phone, to answer questions, to take messages, and to direct them to church staff as needed.
- Oversee maintenance of church files and records.
- Monitor the conditions of office machines and arrange for maintenance and repair as needed.

- Monitor the availability of office and custodial supplies and reorder as necessary.
- Communicate essential information to the Deacons or other church leaders as requested by members of the church staff or other church leaders.
- Support the work of church committees and teams by providing administrative and secretarial assistance when requested, providing that such assistance does not interfere with the performance of other duties.
- Maintain regular office hours as approved by the Pastor and/or Personnel Committee.
- Participate in regular meetings of the church staff.
- Perform additional duties as assigned.

Time Requirements and Benefits:

- The Administrative Assistant will work 40 hours per week, with additional time possible when needed.
- Compensation for the Administrative Assistant will be based on experience and qualifications.
- All matters pertaining to compensation, vacation, sick leave, insurance, social security and performance evaluations will be governed by the current personnel policy documents of the church.