

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

- I. PRINCIPLE FUNCTION: The Administrative Assistant is responsible for performing administrative duties and maintaining the church financial records.
- II. RESPONSIBLE TO: the Pastor
- III. QUALIFICATIONS, SKILLS, AND ABILITIES:
 1. Must not be a current member of Bethel Church but should share Biblical values
 2. Must be comfortable with technology including YouTube, Facebook, and general website
 3. Proficient with Microsoft Excel, PowerPoint, Word, and Publisher.
 4. Must be a self-starter with an innovative approach to administration and a keen eye for detail.
 5. Must interact with a wide range of individuals with grace and patience
 6. Must be able to communicate effectively both verbally and in writing
- IV. RESPONSIBILITIES:
 - a. Administrative
 1. Open, sort and route incoming daily mail
 2. Operate all office machines and computer equipment
 3. Type and send weekly e-newsletter and mail to specific persons
 4. Prepare weekly worship guide
 5. Maintain updated database for church members and guests
 6. Type miscellaneous reports
 7. Maintain accurate copy of church calendar including Google calendar
 8. Inventory office supplies and purchase as needed
 9. Maintain reservations for building.
 10. Maintain updated group attendance
 11. Serve as receptionist.
 12. Perform other administrative duties as assigned by the Pastor.
 - b. Bookkeeping
 1. Receive, count, and deposit all Sunday offerings and special offerings (including online giving).
 2. Post receipts and disbursements of all accounts.
 3. Post offerings to individual accounts weekly; mail statements annually
 4. Prepare financial reports for church conference; prepare and type monthly and annual financial statements
 5. Maintain a file of invoices, correspondence, and reports.
 6. Prepare and issue checks in accordance with church policy
 7. Acknowledge memorial gifts.
 8. Make quarterly and annual government reports.
 9. Perform other bookkeeping responsibilities as assigned by the Pastor.