

ADMINISTRATIVE ASSISTANT

Job Description

12 - 20 hours per week

Membership/Contributions/Attendance/Volunteers

1. Maintain church membership database including contributions and attendance records.
2. Prepare reports and mailings.
3. Order, label, and mail offering envelopes
4. Recruit volunteers for fellowship/liturgists/media on Sundays.

Reception/Clerical/Administrative

1. Greet visitors, answer telephones, take messages, and assist groups and/or committees with any clerical work or assignments.
2. Prepare and mail/email meeting minutes, send reminder postcards to groups/committees.
3. Answer and reply to all church email and voice mail messages.
4. Manage/maintain voice mail accounts for staff.
5. Prayer Requests and General Church announcements.
6. Prepare forms for annual fall conference.
7. Compile and File data for church year end statistical tables.
8. Pastor & Staff Support - communicate calendar appointments, meetings etc.
9. Church checking account - sign on account, make weekly bank deposits to Veridian Credit Union.
10. Communicate memorial income and send letters of acknowledgement.

Office Manager

1. Order office supplies.
2. Contact person for office supplies and assistance with Hawkeye Alarm, Bergan KDV, Advanced Solutions
3. Coordinate altar flowers with Petersen & Teitz and Altar Guild schedule.

Church Calendar

1. Maintain dates of activities on church and Google calendars and communicate events at weekly staff meeting.
2. Keep track of staff vacations and days off.
3. Communicate all wedding/funeral information to pastor/custodian/coordinator, UMW/lunch.

Finance/Accounting

1. Scan and send weekly bank deposits to accountant.
2. Scan and send time sheets for payroll processing
3. Code, scan and send all approved account payables to accountant
4. Pick up, sign and send all vendor checks as processed.
5. Print/file and forward to Finance Committee all monthly general ledgers, income statement, and balance sheets from accountant.
6. Email Media Specialist and Treasurer the attendance and offering total each Monday.