

**COVENANT COMMUNITY PRESBYTERIAN CHURCH IN AMERICA
POSITION DESCRIPTION FORM**

The following Description is current as of: January 1, 2019

DEMOGRAPHIC INFORMATION

Position Title: Office Administrator
Employee Name:
Exempt/Non-Exempt Status: Non-Exempt, Part-Time, up to 16 hours/week
Salary: \$15.00/hour
Time Off: Unpaid, 10 days per year accrued at a rate of 2.5 days/quarter, usable in half-day increments.
Holidays: Unpaid for days the office is closed when a holiday falls on a workday – Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day.
Benefits: None

POSITION SUMMARY

This position is for the Office Administrator of Covenant Community Church. This position will provide primary support for all administrative needs of the church including general clerical tasks, basic finances, payroll, basic writing tasks, and managing church communications (phone, e-mail). Basic computer skills with Microsoft Windows, Microsoft Word, Microsoft Excel, basic e-mail, and web browsing are required. Experience with Intuit Quickbooks is a strong plus. The ability to correctly and securely handle financial information with a strong attention to detail is required. The person filling this position will encounter personal information and must have a strong sense of integrity, confidentiality, and privacy. This position is a part-time position requiring up to 16 hours per week, with 8 hours performed at the Covenant Community PCA offices in Wexford, PA. The position has some flex-time regarding fulfillment of total hours but the position must be staffed for approximately 8 hours per week in the office. There is telework/telecommute for this position. Candidate must pass a criminal background check, a PA child abuse clearance check, a personal credit check, and a drug screening (all performed at the church’s expense). As this is a religious institution, the candidate will be required to sign and affirm a profession of faith to a basic set of orthodox, evangelical Christian beliefs and furnish proof of membership in a church of the same. The candidate will not be required to attend Covenant Community Church nor required to participate in any church activity unrelated the essential functions of the position.

JOB COMPONENTS

Qualifications and Requirements

The candidate must have functional skills in Microsoft Windows, Microsoft Office (Word, Excel), be able to operate a standard e-mail client, and operate a web browser. Candidate must possess basic mathematical and bookkeeping skills required to maintain the bookkeeping of the church, balance account statements, operate Quickbooks, and generate reports. The candidate will be required to maintain, publish, and finish the weekly bulletin and other professional communications. The candidate will be required to communicate regularly and frequently with the congregation through telephone, direct e-mail, broadcast e-mail, and letters. The candidate will be required to maintain records of the church including membership rolls, minutes of meetings, operational documents, and other forms of information.

Education/Training: None.

Licenses: None

Experience: Prior experience with clerical work in a role that included some portion of minimal finance handling is preferred. Equivalent experience will be considered.

Skills/Abilities: Basic computer skills as listed above, basic financial bookkeeping concepts

Physical Mobility: Carrying of light objects (< 20 lbs.) for short distances (e.g. books, files, received shipments, office supplies).

Environmental Conditions: Ability to sit to perform clerical work and use a computer keyboard and display for extended periods of time.

Mental: Ability to meet deadlines; ability to prioritize tasks; ability to work effectively with other individuals and groups within the church. Strong information organization skills as well as good oral and written communication skills are required. Integrity and discretion to handle personal information; strong attention to details in routine paperwork tasks and communication items

Other: The candidate will be required to sign and affirm a profession of faith to a basic set of orthodox, evangelical Christian beliefs and furnish proof of membership in a church of the same. The candidate will not be required to attend Covenant Community Church nor required to participate in any church activity unrelated the essential functions of the position.

Accountability

This position has a strong financial responsibility component. This position is responsible for the bookkeeping, and bill paying for approximately \$300,000 annually. There is also a high level of responsibility for organizational functionality (e.g. volunteer scheduling and church calendar)

Direction

Employee will be expected to work independently under direct supervision of the Senior Pastor. Other official leaders of the church (Assistant Pastor, Elders, Deacons, ministry leads) may assign tasks as necessary. In the event of a vacancy of the Head Pastor, the Clerk of Session (elder board) will directly supervise the position or another appointed Elder.

Supervisory Responsibilities

None

JOB FUNCTIONS OR RESPONSIBILITIES

% EFFORT	ESSENTIAL FUNCTIONS
-----------------	----------------------------

<u>45%</u>	(1) Performs clerical, secretarial, and writing work to operate the church (e.g. routine communications, bulletins, filing, phones, etc.)
------------	---

<u>35%</u>	(2) Performs financial tasks relating to payroll, bookkeeping, reporting, check issuance, etc.
------------	--

<u>10%</u>	(3) Directly support other clerical/secretarial needs of the Senior Pastor.
------------	---

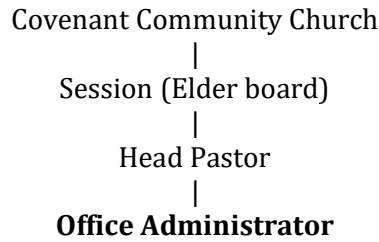
5% (4) Directly support other clerical/secretarial needs of the Assistant Pastor, Clerk of Session, Treasurer, and other leaders.

% EFFORT SECONDARY FUNCTIONS

5% (5) Other duties as assigned.

100% TOTAL EFFORT

ORGANIZATIONAL CHART



ADDITIONAL INFORMATION

None

APPLICATION PROCESS

Please submit a CV or Resume to Pastor Jon Price via email: jon@covcommunity.org. A hiring committee will review all applications. The Senior Pastor, Jon Price, will conduct interviews. This position is for immediate hire.

REVIEW OF DESCRIPTION CONTENTS

Signature

Date

Employee:

Pastor:

Clerk of Session:
