

CSBA MINISTRY ASSOCIATE

JOB DESCRIPTION

The Ministry Associate (MA) position is filled by the Management Team accepting and reviewing resumes and conducting interviews and recommending the person whom they have selected to be approved by the Executive Board. Since the MA the Mission Strategist (MS) are to be working towards the mission of the Association (to encourage, equip, and extend the ministries of the local churches), they need to be agreeable and willing to work together.

Duties

1. Separates receipts, endorses checks, prepares deposit slips and makes bank deposits. Maintains multiple financial accounts.
2. Separates and processes invoices for payment.
3. Enters all information pertaining to money received, deposited and disbursed into Quick Book system to the proper financial accounts.
4. Reconciles bank accounts and special fund balances.
5. Prepares financial reports at the end of each month.
6. Receives correspondence and information coming to the Association office- mail, telephone calls, emails and visitors, which all generate some type of activity or response.
7. Attends Executive Board Meetings, Executive Team Meetings, and Association-wide meetings (training events, conferences, annual celebration meeting).
8. Keeps minutes of Executive Board Meetings and Executive Team Meetings.
9. Works with MS on updating website information and other social media means of communication.
10. Provides Weekly Leadership Lunch, Quarterly Board Meeting and Pastor's Christmas Party meals.
11. Oversees the cleaning of the Association building.
12. Supervises VBS purchasing and schedules the churches' use of Associational VBS materials and supplies.
13. Supervises children's camp supplies, reservations, receipts etc.
14. Supervises reservations for van, trailer and building usage (including the Elisha House).
15. Completes limited print/copier jobs for member churches.

Position Requirements

- Good communication skills--both oral and written
- Able to update a simple website
- Skilled in Excel and Quick Books
- Be both a team leader and follower
- Skilled in recording meeting minutes

- Business skills in accounting--accounts payable, budgeting, and financial reporting

Experience

- Hosting meals and events
- Participating in the ministry of the Association and the local church

CSBA MINISTRY ASSOCIATE TERMS OF EMPLOYMENT

Work Schedule

1. Weekly Schedule- Monday through Thursday, 9:00 am to 12:00 pm, 1:00 pm to 4:00 pm, 24 hours a week.
2. The MA will receive regular pay for extra hours accrued during events not during office hours, such as Executive Board meetings and other Association-wide meetings (training events, conferences, and annual celebration meeting).
3. The MA will keep a time sheet that will be made available to the MS and to the Management Team Leader.
4. The MA will be encouraged to participate in a week-long Association mission trip each year and will receive regular weekly pay for that week.

Paid Time Off

1. 3 weeks (72 hours) of Paid Time Off per year. These hours are accrued with each paycheck (3 hours per paycheck). The MA can carry over to the next year up to 24 hours. After five years of work, the MA earns 4 weeks (96 hours) of Paid Time Off.
2. In addition to Paid Time Off, the MA will be paid the normal hours during holidays when the Association office is closed.