

## **Administrative Assistant | Job Description**

The Administrative Assistant supports the financial operations of the church in collaboration with the Financial Administrator and the Director of Administration. The Administrative Assistant assists with accounts payable, maintains member contribution records, prepares financial correspondence and mailings, maintains records and files, and assists with other office tasks as needed. This is a part-time, non-exempt position of approximately 16 hours per week with limited benefits.

### **Responsibilities and Duties**

The responsibilities of the Administrative Assistant include, but are not limited to:

- Assists the Financial Administrator with accounts payable, including preparing invoices for approval, entering payments into accounting system, printing checks for signatures, preparing documents for review, and entering electronic payments.
- Prepares, distributes, and reviews employee credit card reconciliations.
- Maintains financial files following document retention guidelines.
- Inputs member contributions into membership database and generates batch reports.
- Drafts correspondence, including gift-acknowledgement, donation, and thank-you letters.
- Assists with annual stewardship operations, including mailings and reports.
- Assists with preparing quarterly member statement mailings.
- Serves as back up for reception when the Pastoral Administrative Assistant is out of the office.
- Additional office duties as time allows.
- Supports the ministries, mission, and vision of the church and forms positive relationships with church staff, members, and volunteers.
- Performs other duties as assigned as needs arise and the church evolves and changes.

### **Qualifications and Skills**

- Two to three years of experience in administrative office work, preferably in a church setting
- A high school diploma or GED is required; an associate degree or bachelor's degree from an accredited college or university is preferred
- Experience with accounting software such as Sage
- Proficiency with Microsoft Office, including Word and Excel
- Experience with church management systems or databases preferred
- Experience with office equipment such as postage meter, copier, etc.
- Excellent organizational skills and ability to focus on details
- Excellent oral and written communication skills
- Ability to maintain confidentiality
- Good time-management skills
- Ability to work with others in a supportive, collegial team relationship

**Accountability**

The Administrative Assistant is supervised by the Director of Administration and is subject to the jurisdiction of the Lead Pastor and the Staff Relations and Finance Committee.

**Physical Demands**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to sit and use their hands and fingers to handle or feel. The employee is required to talk and hear, stand, walk, reach with arms and hands, climb stairs (the offices of Reville United Methodist Church are located in an historic four-story building without an elevator) or balance, and to stoop, kneel, and lift at least 20+ pounds to move equipment and materials. Vision abilities required by this job include close vision for use of a computer and reading materials related to the position.

**Conclusion**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.