***JOB TITLE:***

***Office Administrator***

## **JOB DESCRIPTION**

***JOB SUMMARY:***

***SUPERVISION:***

During twenty-five (25) hours per week, (Monday through Friday, 9 am - 3 pm with a one hour lunch break), the Office Administrator provides secretarial services and staff support functions for church personnel and volunteers who periodically assist in support functions for the church and provides bookkeeping functions on behalf of the Church's Accountant.

Direct supervision is given by the Pastor.

***RESPONSIBILITIES:*** This position requires interaction with the public and other employees to achieve the essential functions of the job as outlined below.

1. Provides secretarial support to the working committees of the church.
	1. Prepare special flyers, brochures, banners and mailings
	2. Copy meeting handouts
	3. Email committee reports to committee members and Session
2. Composes or transcribes letters, memos, forms, receipts, etc. from copy, rough draft, and/or general instructions from the Pastor and other members of the paid staff Proofreads copy and corrects errors
3. Processes, sorts, and files mail.
4. Greets visitors, determines nature of business and assists as needed. Provide guidance and support to members and public who come to the office looking for help.

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Answers the phone, provides information, takes messages and transfers calls as necessary.

Schedules appointments and coordinates reservations for the church calendar, with the understanding that committee chairs are responsible for providing date changes. Tracks and publicizes deadlines and due dates for bulletins, Broadcaster, annual reports, and mailings.

Coordinates and prepares the following publications:

1. Monthly electronic Session packet for distribution prior to the Session meeting.
2. Weekly Bulletins
3. Monthly Broadcaster and the weekly This Week at Westy
4. Quarterly Contribution Statements.
5. Annual Report to the Congregation.
6. Annual Statistical Reports to the Presbyterian Church (USA). Transfers all required documentation to permanent session record book.

Maintains membership records and minutes of Session and Church Committees, as well as records for pledges, offerings, special funds, and member statements. Conduct the annual review of membership in coordination with the Pastor and with Session.

Maintains office and building operating supplies through established methods for requisitioning, purchasing, receiving, and distribution.

Coordinates the volunteers who assist with office duties. Prepares checks within the limits as set in church policy.

At the direction of the Pastor, prepares required reports for Presbytery.



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1. Organizes the required paperwork for purchase orders and invoices in preparation for payment. The Office Administrator shall verify the appropriate account number, and attach to the appropriate documentation. The prepared bills, vouchers/invoices and checks shall

be prepared for checks to be cut weekly on Wednesdays, although payroll checks that are not auto-deposited, may be prepared for delivery on the 15th and 30th of each month. outside of the regular check cutting cycle, if necessary. After the checks are prepared and printed, they are to be left for the authorized church officer to sign. Checks are then mailed and/or distributed. Copies of the purchase orders, and the vouchers/invoices and check stubs shall then be filed under appropriate account number. *It is the responsibility of those filling out* a *purchase order to include the appropriate account numbers.*

1. Creates Purchase Orders for Incoming bills; documents any checks received, and creates checks for signed POs, per current office policy.
2. Inputs credit card POs into Quick Books per accounting procedures
3. Balances Visa Statements from Office employees, using Quick Books, and per office procedures.
4. Pays Presbytery monthly, per office procedures, and generates required reports from Quickbooks.
5. Generates Giving Statements twice a year for church members using Church Builder
6. Organizes Pledge Cards once a year

V Generates required Committee Chair reports monthly

W. Serves as the back-up person in emergencies for check preparation and other bookkeeping functions.

X Performs other duties as needed.

### REQUIRED SKILLS/KNOWLEDGE:

* + Excellent people skills and a heart for church ministry.
	+ Knowledge of accepted office practices, procedures, and equipment.
	+ Primary knowledge of office software including Word, Excel, Publisher, Power Point, Gmail, Google Calendar, and DropBox. Knowledge of Adobe Photoshop and/or Acrobat a plus.
* Knowledge of office printers, and ability to train others in the use of office equipment
* Knowledge of basic telephone systems. Multiple lines.
* Working knowledge of business English, spelling, and arithmetic, and willingness to learn necessary parts of the Quickbooks and Church Builder software.
* Ability to generate and maintain moderately complex clerical reports from church records, Quickbooks, and Church Builder
* Ability to communicate, understand and follow oral and written instructions.
* Ability to establish and maintain effective working relationships with supervisory staff; other employees and the public.

### EVALUATION:

This position is given an annual performance review conducted by the Pastor and a member of the Personnel Committee. The performance evaluation form is initially prepared by the employee and reviewed by the Pastor and the Personnel Committee for additional consideration prior to the employee interview. Following the performance interview, the employee may request an interview with the Personnel Committee.

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