

Administrative Assistant Job Responsibilities

First Baptist Church – Columbus

Position Classification: Ministerial X Full-time
 X Support Part-time

Reports To: Senior Pastor and church council (through Staff Relations Committee)

Terms and Purpose: Responsible for executing all duties in connection with the weekly running of the church office.

Duties:

CHURCH PROGRAM RESPONSIBILITIES

- Download bulletin and save to file. Make copies for in-person worship.
- Type and mail church staff communications.
- Put together quarterly reports, copy for business meetings and post to website.
- Format, type, and copy church pamphlets and programs.
- Format, type, print, collate, and mail monthly church newsletter. Post newsletter to website and send by email.
- Prepare and mail weekly E-news.
- Initiate processes for hospitalizations, weddings, and funeral dinners.
- Update and copy church phone directory. (Quarterly, approx.)
- Keep online church directory & online calendar up to date, along with large wall calendar.
- Send PowerPoint slide information to Pastor Daniel Kane to include in Sunday line-up.

COMMUNICATION RESPONSIBILITIES

- Greet and assist individuals as they enter the church office.
- Answer phones providing necessary assistance and directing calls.
- Create a loving, caring environment in the church office.
- Maintain a high degree of confidentiality.
- Be flexible as a part of the church staff team.
- Report problems to the Senior Pastor.
- Report building concerns to the Stewardship Committee.

ADMINISTRATIVE DUTIES

- Maintain church computer and written records.
- Coordinate church calendar.
- Assist groups using the church facility.
- Manage church key checkouts.
- Maintain church office inventory and order all necessary supplies.
- Coordinate volunteer office help, arranging for office coverage when sick or on vacation.
- Be willing to take on related tasks not covered specifically in above description.
- Open and distribute mail.
- Print and mail birthday cards to active members.

FINANCIAL RESPONSIBILITIES

- Payroll for 10 employees
- Accounts Payable – paying all bills (includes tracking Visa expenditures)
Fill out and attach green expenditure forms to bills, assign account numbers if needed, and distribute to appropriate ministry chairs.
- Post contributions & all accounting activities to create monthly reports.
- Reconcile bank statements.
- Monitor and keep track of special accounts.
- Prepare and process Quarterly and Yearly Tax documents.
- W-2s and 1099s
- Process new hires (background checks and provide necessary tax forms)

Requirements (Job Qualifications):

- Hospitable and friendly
- High School diploma or equivalent
- Familiarity with church operations
- Knowledge of computer applications including MS Word, Excel, Publisher
- Knowledge of PowerChurch and Canva is helpful.
- Effective phone and written skills
- Good organizational skills and the ability to work effectively with little supervision
- Proficient in the use of general office machines
- Adaptable to constant change and able to work with others
- Absolute confidentiality