

**Position Title:** Administrative Assistant

**Position Status:** Part-time, non-exempt

**Reports to:** Pastor, Council Moderator

**Function:** The Administrative Assistant provides administrative, bookkeeping, and clerical support to the pastor and church council.

**Duties and Responsibilities:**

General office and clerical support; answer phones, take and distribute messages, greet visitors, receive, sort, and distribute mail and e-mail, distribute meeting notices and program information as requested by the Pastor, Council, and all ministries. Record information regarding requests for services such as baptisms, weddings, funerals; forward this information to the appropriate committee or individual. Assist with rental information and distribute appropriately to Buildings and Grounds and/or Finance Ministries.

Organizational communications support; help gather and coordinate articles and information for the newsletter, work closely with all officers of council and ministries to ensure timely and appropriate distribution of information and programming, annual reports, notices of congregational meetings, timely and accurate correspondence with the communities Salem serves, update website at least monthly.

Document preparation, including word processing as requested, creating and mailing of thank you notes, stewardship letters, and other correspondence.

Publication and distribution via website, mail and/or email, including formatting, editing and posting of all ministry minutes, annual report, newsletter, items requested by the pastor (such as the mid-week report,) Sunday bulletin, bulletins for special services, and regular (minimum monthly) update of information on the Salem website.

Maintain supplies and equipment; maintain inventory of all office supplies; in conjunction with Finance Committee, compile a list of cost-effective vendors for supplies and maintenance; with approval of Finance Committee, order supplies, repairs, and maintenance.

Maintain Church Calendars; including facilities use calendar (obtain schedule information from outside entities using the facility) in conjunction with the Building and Grounds Ministry; maintain/coordinate pastor's calendar, schedule appointments for repairs, deliveries, and all other church business.

Maintain church files; maintain all documents required for Salem by the IRS, OSHA, and EPA. Maintain all documents required by the United Church of Christ on the national, regional, and local level. Prepare and file hard and soft copies of all minutes of Council, congregational, ministry, and committee meetings; prepare certificates for weddings, baptisms, confirmations, membership, transfers in and out. With the Clerk, maintain membership roles, update mailing and email lists. Maintain historical

information. In conjunction with the Finance Ministry, maintain accurate and updated records of memorials and gifts.

Bookkeeping; record all revenues and expenses in Quickbooks, insuring that all revenue sources are recorded, and all expenses are charged to the appropriate accounts. Scan incoming invoices and distribute to Finance Committee in a timely manner. In conjunction with Finance Ministry, issue payments on invoices. Assist with preparation of annual budget, and load budget into Quickbooks; coordinate all financial work with church accountant, as directed by the Treasurer. Prepare and issue giving statements for members and donors as requested.

Prepare Financial Statements; using Quickbooks, prepare monthly financial statements, showing year-to-date income and expenses, with the final month showing the year-end financial statement. Prepare monthly break-out of each individual mission, memorial, or other special fund; these breakouts will reflect beginning and end balances of each account, and any income or expense specific to that account.

Payroll; using Quickbooks or other software, the administrative assistant may be required to prepare and issue payroll and make timely tax deposits to federal, state, and local agencies.

*This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.*