



**JOB DESCRIPTION: MINISTRY ASSISTANT-
ADMINISTRATION AND FINANCE**
(Revised March 2022)

A. Overview

The Ministry Assistant-Administration and Finance is responsible for the overall organization and management of the church's finances, calendar and records as well as responsible for administrative support for pastoral and vocational staff.

B. Qualifications

1. The Ministry Assistant-Administration and Finance shall be a Christian by profession of faith. Church membership is preferred but will be discussed during interview process.
2. This person shall have experience with computer networking in addition to a strong working knowledge of Microsoft Office (especially MS Word and MS Excel), Microsoft Publisher and database software.
3. This person shall have an interview with Personnel Committee members and the Senior Associate Pastor-Education and Administration in addition to a complete background check.
4. This person shall be detail oriented, organized, dependable, gracious, honorable and flexible, all while relating well with church staff and members.

C. Responsibilities

1. Serve and support the vision, mission and strategic plan of the church.
2. Be familiar with and maintain the church's Constitution, Bylaws and Policy and Procedures Manual.
3. Contribute to general office management.
 - a. Answer phones.
 - b. Greet visitors.
 - c. Order supplies (literature, janitorial, etc.).
4. Maintain files/records for church's contracts, insurance policies, credit cards and keys.
5. Maintain employee personnel records.
6. Maintain membership records (including for Shut Ins and Homebound) for business meetings and attendance reporting.
7. Manage and maintain church calendars and church database (realm).
8. Provide communication and organizational support for committee chairs and church staff (proofing, reminders, copies, etc.).
9. Attend and document quarterly business meetings.
10. Prepare correspondence letters.
11. Manage the safe and contents, including petty cash.

12. Reconcile and manage records of financial contributions (including donations to Homefront, Operation Christmas Child, mission trips, camps, etc.).
 - a. Oversee counting and bank deposits.
 - b. Prepare quarterly and/or semi-annual statements.
13. Prepare and process payroll (timesheets, communicate with Miller Management Services (MMS), check signing and distribution).
14. Prepare and process accounts payable (reconcile receipts, acquire approvals, communicate with MMS, check signing and distribution).
15. Prepare written and financial reports for business meetings and Pastoral Staff.
16. Report directly to the Senior Associate Pastor-Education and Administration and keep him informed of all matters of concern.

D. Additional Duties as Assigned by the Senior Pastor and the Senior Associate Pastor-Education and Administration

E. Other: Other policies related to compensation, benefits and termination of services are outlined in the church's Personnel Policy.