

ADMINISTRATIVE ASSISTANT

Principal Function: The Administrative Assistant is responsible for all bookkeeping and accounting, payroll, and oversight of church supplies. The Administrative Assistant will do whatever is necessary to maintain a smoothly running facility, keeping the activities and functions of the congregation moving effortlessly.

I. Specifically

1. Accounting

1. Count collection, record from whom, prepare bank deposits each week, generally on Monday and transport to the bank.
 - a. Counting the collection and depositing into the bank will take place on the first business day following a worship service where a collection has been taken.
 - b. Counting the collection shall always be under the supervision of the Treasurer, Assistant Treasurer, or member of the Resource Ministry.
2. Prepare monthly financial reports for Board Meetings consisting of:
 - a. Income and Expense Statement plus year to date and percent of budget obtained and expended.
 - b. Detailed expenditures plus year to date and percent of budget expended for: Outreach, Vision, Resource, Leadership, Member, Spirituality, Property, Group, Office, and Personnel.
 - c. Provide Treasurer with balances in Designated & Memorial Funds.
 - d. Make copies of all Board Reports and Minutes and distribute for monthly meetings.
3. Maintain detailed disbursements record by departments and detailed income record of sources of revenue.
4. Write all checks from General Operating Fund, including Memorials and Designated Funds and secure second signature as required for all bills.
5. Supply Church Treasurer with list of those behind on pledges when asked.
6. Tabulate and add pledge cards for Annual Fund Drive and other drives.
7. Correlate and maintain records of funds invested with Trustees, such as General Operating Fund, Memorial Fund, Designated Funds, Outreach, and prepare monthly report of same.
8. Search and maintain all paid bills and accounts and evaluate by months or years when requested, and any other statistical or accounting work as required.
9. Reconcile bank accounts for General Operating Fund and all designated accounts.
10. Assist the Treasurer of the Trustees in record keeping and reports (especially in reference to the computer) if needed and/or requested by the Trustees.
11. Handle the selling of Dillons Reloadable Cards for the Disciple Women.

B. Payroll

1. Write all payroll checks, maintain payroll records, prepare monthly, quarterly and annually all payroll forms as required by Federal and Kansas for the employees of the

1 church.

- 2 a. On the 1st and 15th day of each month all employees are to be paid.
3 2. Prepare and mail quarterly payroll reports.
4 3. Check the staff vacation calendar for sick leave and keep track for payroll.
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6 **C. Office and Building**
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- 8 1. See that any “special” correspondence, other than what the Office Administrator
9 does, is handled, as directed by the pastors.
10 2. The Administrative Assistant will order all office supplies and supplies for the
11 building, using Office Administrator or Senior Minister’s credit card.
12 3. The Administrative Assistant will maintain and keep all office computers working
13 properly solving software and/or hardware problems.
14 4. Handle those telephone inquiries which the volunteer does not feel capable of
15 handling.
16 5. The Administrative Assistant is responsible for reindexing, erasing and replacing
17 (daily) the back up tapes for the computer.
18 6. Assist Office Administrator on large specialized printing jobs and also, working with
19 special groups on their printing projects.
20 7. The Administrative Assistant will assist in answering the phone during office hours.
21 8. Verify money from pop machine.
22 9. Enter weekly Worship Services and Sunday School/Church attendance records in the
23 computer and enter new visitors into the computer. After attendance is entered, generate
24 and distribute a Visitor Report to all the ministers, Office Administrator, and Vision Chair,
25 before Monday staff meeting. (Also give copy to person making telephone
26 calls to first time visitors.)
27 10. Keep a record of memorials given to the church and send acknowledgment note to the
28 givers, and a letter to the bereaved family.
29 11. Prepare all audio/visual systems for Sunday or special worship services.
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32 **II. Other Duties:**
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- 34 1. The Administrative Assistant shall attend meetings as requested by the Senior Minister
35 or Chair of the Board.
36 2. Attend weekly staff meetings.
37 3. Cover necessary responsibilities in the absence of the Office Administrator.
38 4. Secure (order and/or pick up) supplies as needed by the office or the facilities.
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40 **III. Relationships:**
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- 42 1. Accountable to the Office Administrator.
43 2. Work closely with the Church Treasurer and Assistant Treasurer.
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