

Englewood Baptist Church Job Description

Position Title: Administrative Assistant

Position Description: The Church Administrative Assistant is responsible for providing administrative support to the church and the pastoral team. Work under the supervision of the Co-Coordinating Pastors and relate to the church through the Church Cabinet. As Englewood has a team approach to its ministries, staff members are encouraged to use their gifts in all facets of the church's ministry.

Responsibilities and Duties:

1. Perform General Office Responsibilities

1. Greet and direct visitors, vendors, community partners, tenants, and customers.
2. Collect and sort mail and manage church-wide correspondence, including prayer requests, newsletters (print and electronic), and other information to be disseminated as needed.
3. Make Stewardship & pastoral lead aware of buildings and grounds issues.
4. Answer and respond to calls and emails; change phone greetings/menus and email auto-replies as needed.
5. Direct calls for utility/rent assistance and requests for other supports to community partners.
6. Develop/maintain organizational procedures and systems for office, including filing, membership/contributions, accounts payable/receivable, staff/volunteer and facilities scheduling.
7. Order supplies and equipment as needed and approved.

2. Provide Support to Pastoral Team

1. Inform Pastoral Team, Care Team, Cabinet Chair(s) and other appropriate persons of deaths, illnesses, births and crises in the church membership.
2. Maintain visitor records and prepare new member packets.
3. Maintain lists and rosters for church organizations.

3. Administrative

- Coordinate with Stewardship Committee, Church Treasurer, and Financial Management Company to maintain financial records- including member stewardship and giving in QuickBooks.
- Maintain membership records
- Coordinate usage/rental of facilities with Stewardship.
- Maintain church event calendar and volunteer/staff calendar.
- Maintain church mailing lists (electronic and otherwise) and update directory, member/partner/staff/vendor addresses/contact info as needed.
- Prepare financial reports for Cabinet and church committees/membership as needed; print minutes for monthly meetings as needed.

- Collect weekly sign-in sheets from sanctuary and send contact information for visitors to Care Team.
- Update/maintain website and social media as necessary.

4. Financial

- Process check requests and enter and pay all bills in QuickBooks at direction of Treasurer.
- Enter payroll and tax payments in QuickBooks.
- Transfer funds from accounts as directed from Treasurer (e.g. each time restricted funds are deposited in general account or when additional general funds need to be made available through a transfer from restricted accounts).
- Create customer invoices and statements for utility reimbursements
- Create and send financial reports to Treasurer and Stewardship Committee, including Check Details & Deposit Details (for General and Reserve accounts), Profit & Loss report, Balance Sheet, and Budget vs. Actual reports
- Record weekly contribution worksheet.

5. Other Duties as Assigned by Pastoral Staff

Required Qualifications

- Ability to maintain confidentiality and professional attitude appropriate to the position
- Minimum of two years of experience working in accounts payable and receivable and office administration
- Strong knowledge of generally accepted accounting principles
- Extensive experience with data entry, record keeping and computer operation
- Proficiency in Microsoft Office, Excel, QuickBooks, WordPress, and MailChimp
- Excellent written and verbal communication skills
- Excellent customer service skills and ability to work well with others
- Friendly, welcoming demeanor and ability to multi-task
- Able to complete complex administrative tasks with minimal supervision