

## OFFICE ADMINISTRATOR JOB DESCRIPTION

### QUALIFICATIONS:

#### Required:

Excellent public relation skills, including appreciation for Christian faith, honesty, integrity, pleasant personality, tact, adaptability, flexibility, maturity, confidentiality, sensitivity, and genuine caring for people, along with energy and enthusiasm.

Strong organizational skills

Proficiency in operation of standard office equipment

Proficiency with computer operation including word processing (Windows, Microsoft Office including Word, Excel, and Publisher)

Proficient typing skills

Must be bondable

#### Desired:

Basic proficiency in bookkeeping and accounting

Basic proficiency in website maintenance

### DUTIES AND RESPONSIBILITIES

#### A. Administrative:

1. Maintain and operate the church office, including determining what office supplies should be procured by use of our voucher system. Coordinate with other staff (Pastor, Playschool staff, etc.) and members to ensure adequate supplies for other ministries (curricula, home communion, special offerings, cleaning supplies) are available.
2. Perform public relations through the church office as receptionist, serving as a communication link, taking, providing, and relaying information on church programs and activities via phone, e-mail, and website. This includes updating the prayer list as required, ensuring the website is current, and maintaining a master planning calendar of activities scheduled at the church.
3. Serve as the administrative assistant and receptionist for the Playschool ministry, communicating with teachers, parents, and others in a timely manner and coordinating the administration of the Playschool with the Pastor, Playschool staff, and families.
4. Monitor and ensure that all office equipment is maintained in good operating condition, including the maintenance and utilization of necessary service contracts.
5. Assist and coordinate volunteers working in the church office. Coordinate additional staffing (nursery, custodian, etc.) as required for church events.
6. In conjunction with the Pastor, develop cost projections for the annual budget for office equipment and supplies, to be submitted by the Pastor to appropriate budget planners.

#### B. Financial:

1. Work with the Treasurer to perform routine office procedures such as preparing payment vouchers for bills.
2. Make sure all bills are paid in a timely fashion to avoid late payment charges.
3. Using financial software, write and print checks for all bills and payroll and other basic bookkeeping, including those of Playschool.
4. Enter contributions by members (including Operating Fund, Capital Fund, Flowers, Special Gifts, etc.) into financial software. Print contribution statements the first week of each quarter and place in member mailboxes.
5. Enter payments from Playschool students and families (registration, tuition, etc.).

6. Prepare other records as needed for Special Offerings, Designated Funds, etc.
  7. Maintain a petty cash fund for use in manner negotiated with the Session and the Treasurer.
- C. Clerical:
1. Serve as secretary for the Pastor.
  2. Provide clerical support for the organizations of the church, including church staff and Playschool. Priority will be given to church projects, in consultation with the Pastor.
  3. Prepare weekly worship bulletins, bulletin inserts, and worship aids as directed, and ensure that an adequate number is available for worship services.
  4. Provide additional support as required in preparing for worship services, including coordinating flowers for Sunday services and/or contacting worship leaders (including pulpit supply) at the direction of the Pastor.
  5. Update the website with the Order of Worship, current announcements, and other information weekly and/or as needed.
  6. Organize, print, and collate the Church Annual Report as submitted by responsible individuals, and have prepared for distribution to the congregation by mid-January.
  7. Process the incoming and outgoing mail including utilization and maintenance of the distribution boxes.
  8. Maintain the church office filing system (paper and electronic). In conjunction with Pastor and the Treasurer, perform an annual review of files for retention, storage, or disposal as appropriate.
  9. Maintain current information on personal data and addresses of church members and prepare Hope Church Directories for the staff and session on a regular basis.
  10. Maintain email communication data base of congregation and send emails as requested.
- D. Other duties as required.

#### TERMS OF EMPLOYMENT

Hours: 8:30 AM – 2:30 PM Monday-Thursday

Compensation: Hourly

Leave:

Vacation: 1 week paid/year (one week equals four 6 hour days)

Sick: 1 week paid/year (one week equals four 6 hour days)

Holidays: as described in the Policies and Procedures Manual,  
and others at the discretion of the Pastor and the Ministry in Support Elder

Planned leave (paid and unpaid) must be approved 4 weeks in advance by the Pastor. Vacation leave is available after the first six months of employment.

The first three months of employment shall constitute a probation period, during which time employment may be terminated by either party for any reason. A personnel review (including terms of employment) will occur after the first six months of employment. Reviews shall be conducted annually thereafter.