POSITION TITLE: **ADMINISTRATIVE ASSISTANT**

POSITION TYPE: Full Time/Hourly ($15.38 hourly/$32,000 annually for 40 hours per week)

**MAJOR RESPONSIBILITY:** Perform the administrative and financial secretarial duties of Bethlehem United Methodist Church (BUMC), often acting as the face and voice of the church while conducting the day-to-day business of the church and supporting the church staff and congregants. Handle multiple, often competing, responsibilities on a daily basis in a pleasant, professional, and efficient manner. Protect the confidentiality of all sensitive information and exercise discretion in all matters, especially pertaining to financial information.

**PRIMARY FUNCTION:** Manage the church office and act as the primary verbal and written communications point for the church. Perform the duties of an administrative assistant to the pastor and staff. Perform the duties of the financial secretary in coordination with the Finance Committee. Provide administrative support to the Director of Children, Youth and Family Ministries, Choir Director/Organist, to work areas such as Information Technology and Stewardship, and to those who coordinate ushers, greeters, and volunteers. This position is key to effective functioning of the church and its leadership.

**REQUISITE QUALIFICATIONS & SKILLS:**

1) A High School diploma or GED is required. Associate’s degree or Bachelor’s degree desired.
2) Consistently exhibit excellent verbal and written communications skills.
3) Continually demonstrate the ability to work cooperatively and efficiently with the church leaders and membership as well as staff and volunteer workers.
4) Have a working knowledge of finance; skill in use of financial software is desired.
5) Must have excellent attention to detail, and be meticulous in reconciling, recording, and entering financial data.
6) Have a working knowledge of the use of computers, operation of general office equipment, and skill in the use of word processing, spreadsheets, and database applications.
7) Always display a highly professional, helpful and friendly telephone manner.
8) Maintain the highest Christian standards in professional and personal life.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1) Provide a welcoming first point of entry for all visitors, guests, staff and congregants. Ensure that the church office has a neat and orderly appearance.
2) Deposit checks and record funds taken into the church treasury and forward information to the Church Treasurer for posting to the accounting books and records.
   a. Enter cash amounts and all checks into Church Windows database by purpose/category given.
   b. Print reports and post Vanco online giving information into Church Windows.
   c. Print Account Summary and Detail report and Analyze/Pledge Giving Analysis. Make copies of reports for Treasurer and Assistant Treasurer.
   d. Deposit checks using the Bank Remote Deposit machine and print batch reports.
   e. Enter pledge information for givers in Church Windows database.
   f. Maintain Qualified Charitable Distribution (QCD) giver data.
3) Ensure the effective functioning of the BUMC church office; prepare and maintain staff forms, documents and files, and maintain the church master records.
4) Maintain the church’s master calendar and provide input for online postings. Schedule use of church rooms with congregants. Schedule church use for outside groups with approval of appropriate church committee and proof of insurance.
5) Manage church administrative communications.
    a. Respond to incoming communications in a warm and efficient manner; receive, reply to, forward, or initiate church communications whether by phone, voicemail, or email.
    b. Collect inputs, edit and publish the church’s written communications including bulletins, newsletters, and other publications as needed.
    c. Produce the BUMC weekly bulletin (collect pertinent information and use templates for a printed version) and ensure church ushers have an adequate supply.
    d. Schedule, coordinate, mail, and maintain file copies of the monthly newsletter from input provided by the church’s ministry leaders and others.

6) Monitor and retain weekly church attendance records, and follow up by sending letters to visitors.

7) Maintain the membership roster of the church using Church Windows and update the church membership directory throughout the year, keep membership information current in computer records and the church’s filing system.

8) Prepare new member packets.

9) Schedule baptisms, weddings, and funerals, and prepare associated documents.

10) Prepare the yearly booklet for the annual Charge Conference as well as the end-of-year reports to the General Conference.

11) Coordinate logistic functions such as van usage, key and credit card pickup, keep the log of church keys, monitor office equipment and coordinate required repairs, and manage the inventory of office and postage supplies.

12) Support special projects such as special or bulk mailings, and assist volunteers.

13) Feel free at all times to make suggestions as to how the church can facilitate making the Administrative/Financial Secretarial dimension of the church’s work more effective.

WORK HOURS: The office will be staffed during core office hours from 8:00 A.M. to 3:00 P.M. Monday through Thursday, and 8:00 A.M. to noon on Friday, or as otherwise stipulated by the Pastor or Staff-Parish Relations Committee (PSPRC). In cases where there is essential work to be done, the incumbent may be asked to work longer hours and will be compensated at the regular hourly rate for up to 40 hours per week.

Paid Church Holidays: The church office is closed on New Year’s Day, the day after Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, and Christmas day.

Paid Time Off (PTO): PTO is determined by the length of service with BUMC as set by PSPRC policy. Employees with under five years of BUMC service accrue PTO weekly for a cumulative total of 15 days annually. The accrual rate increases by five days annually at five year intervals thereafter. PTO is cleared in advance with the Pastor. Staffing of the church office during vacation time shall be performed by trained volunteers and coordinated in advance by the incumbent.

ACCOUNTABILITY: The incumbent reports to the Pastor for day-to-day operations and to the PSPRC for fulfilling responsibilities defined in this job description (as modified by the Pastor and PSPRC), defining goals, annual evaluation, and communication of concerns related to the performance of the position. The incumbent will coordinate financial secretary duties with the Treasurer or Finance Committee chair as needed.