

## JOB DESCRIPTION FOR CHURCH ADMINISTRATIVE ASSISTANT

### TO WHOM RESPONSIBLE:

The Administrative Assistant is responsible to the Pastor for daily operations. The Administrative Assistant will work in cooperation with the various committee, groups, Board chair and members on special projects. In the long-term absence of the Pastor or an Interim Pastor, the Advisory chairperson will act as the supervisor.

### PERSONAL QUALIFICATIONS:

1. Six months of office/clerical background required to apply.
2. Possess good data entry/computer skills, i.e.: PowerPoint and Publisher skills a must.
3. Experience in bookkeeping (Quick Books) or other financial tracking software a benefit.
4. Able to meet and communicate with people on a one-to-one basis and be a team player.
5. Understands the importance of maintaining confidentiality of information.
6. Takes initiative and works well without supervision.
7. Neat in appearance.
8. Must have dependable transportation and childcare.

### GENERAL RESPONSIBILITIES:

#### Immediately upon hiring:

1. Assists the Pastor in the daily work of the church, i.e. data entry, files, answering the phone, and meeting the public and dealing with phone or walk-in requests for assistance(utilities/food/etc).
2. Assists the Pastor in preparing weekly worship bulletins and creating the necessary worship service slide shows using Publisher and PowerPoint.
3. Keeps current inventory of all church and office supplies and place necessary orders.
4. Learn the membership section of the Servant Keeper software program. Insert worship attendance weekly; update individual/family profiles as needed with new phone numbers, addresses, etc.; work with the Church Clerk to enter profile of new members, sending transfer letters, etc.; keep membership profiles up to date to make the membership directory accurate when printed new each year.
5. Print, email, prepare labels for mailing the church newsletter currently produced by the Pastor.
6. Assumes other responsibilities as delegated by the Pastor

#### After 9-months (upon additional training):

7. Church accounting – accounts receivable and accounts payable. Daily, or as received, prepare needed vouchers. Vouchers are written for bills that have no invoice or receipt such as payment to the custodian. All bills are to be entered into Quick Books before the 15<sup>th</sup> and last day of the current month. All bills are to be placed in the appropriate vendor folders after payment. The check stubs are attached to the appropriate documentation to be filed for the audit. Fill in the memo portion of the check to ensure proper documentation of the check.
8. Generate monthly financial reports from Quick Books for Board.
9. Update the website, calendar, and Facebook as directed.

## **HOURS AND COMPENSATION:**

The Administrative Assistant is a part-time employee of the church, being employed 25 hours per week, working 9am to 2pm Monday-Friday, and an additional 2 hours the week of Board meeting to take and write minutes. Compensation is determined by the Advisory Committee and recommended to Stewardship annually. The Administrative Assistant is paid on the 15<sup>th</sup> and the last day of each month. The hourly pay rate will be \$13.00.

## **SICK LEAVE AND VACATION:**

Sick leave and vacation days are on a calendar year basis (January 1 through December 31).

Sick leave of one paid week (25hours) is provided. Sick leave accrues at 2.0 hours at the end of each worked month. There is no reimbursement for unused sick leave. In extreme circumstances, the Advisory Committee may re-evaluate this policy on an individual basis.

Vacation time will be granted according to the following schedule:

\*One week (25 hours) of paid vacation will be accrued monthly at a rate of 2.0 hours at the end of each month.

\*After 2 full years of employment the vacation accrual will double to 4.0 hours at the end of each month.

\*Only 4.0 hours of unused vacation hours may be carried over.

\*Paid holidays – Holidays include New Year's Day, Martin Luther King Jr Birthday, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and Christmas Day. If the holiday is on a Monday and the administrative assistant works five hours on Monday, the pay is five hours of holiday pay. The Friday after Thanksgiving will also be a paid day off.

Calendar year basis of vacation and sick leave pay keeps the payroll record keeping system consistent with all employees. Employees hired within a calendar year will have vacation and sick leave prorated consistent to hire date.

## **GRIEVANCE AND TERMINATION PROCEDURE:**

All grievances not solved at the supervisor level are to be presented to the Advisory Committee chairperson.

## **TERMINATION:**

The Christian Church of Clinton has an "employee-at-will" relationship with its part-time employees. This means that as a member of the staff, part-time employees are free to leave the Christian Church of Clinton at any time, with or without reason, and that the Christian Church of Clinton has the same right to terminate its employment relationship with a part-time employee. No individual Church member has authority to make a request of an employee contradicting this agreement. Any change will be approved by the Church Board after request of the Advisory Committee.

A job evaluation will be completed by the Advisory Committee after 90 days and on an annual basis.

With our signatures below, we mutually agree and consent to the compensation package and terms as listed.