

# Western Boulevard Presbyterian Church

## Administrative Assistant Position Description

2022

### Position Qualifications:

- High School diploma with typing and computer skills
- Knowledge of MS Office 365 Software
- Knowledge of Bulk Mail Preparations
- Knowledge of Automated Church Software (ACS and Realm) helpful – windows version – membership, contribution, attendance, and financial modules

**Hours:** 9 AM-1 PM Monday through Friday. 20 hours per week. Additional seasonal hours scheduled as needed to complete assigned tasks.

**Accountability:** The Church Pastor

### Responsibilities:

#### Daily Tasks:

- Answer telephone and relay messages taken for the church staff.
- Respond to email requests from members, staff, and outside groups.
- Open and disburse mail to proper persons/committees.

#### Weekly Tasks:

- Attend staff meetings.
- Gather information, type, and produce weekly bulletin, large print bulletins, announcement (Update) page, and special bulletins (when needed) for Sunday morning worship service.
- Produce Updates for @TheTable worship Service. Send weekly email updates to congregation and @TheTable leaders.
- Oversee volunteer preparation of children's bulletin and activity sheet to homebound members each week.
- Interface with church website putting events into online calendar including bulletin and keeping it up to date
- Oversee volunteer assistance with the following:
  - posting of weekly worship attendance from Friendship Pad sheets
  - maintaining visitor list
  - preparing letters to visitors
  - tracking WNL reservations and preparing lists and name tags (seasonal).
- Be aware of office supply stock and anticipate needs, including paper and copier

supplies, and order/purchase ahead of time.

#### Monthly Tasks

- Gather information, write articles, type, and reproduce monthly newsletter. • Prepare newsletter for bulk mailing and deliver to bulk mail site.
- Maintain church database in Realm.
- Schedule maintenance/repair of office equipment as needed.

#### Annual Tasks:

- Assist the Stewardship Committee with annual preparation of mailings and offering envelopes for distribution.
- Collect annual time and talent forms and input into Realm.
- Update log of church keys issued to members

#### Accounting Assistance:

- Interface with bookkeeper on any financial questions, route invoices and check request forms for signatures and mail checks.
- Assist with annual audit.
- Assist the disbursing treasurer as required.
- Acknowledge receipt of pledges, stock gifts, and memorial/honorarium gifts and keep appropriate records.
- Assist Pastor with designation process of memorial gifts.
- Maintain church credit card account by:
  - keeping the sign-out log of card users,
  - receiving credit card charge tickets,
  - reconciling charge tickets to monthly credit card statement, and
  - presenting to the bookkeeper for payment.
- Mission trip related items (list of attendees/fees for mission trips, etc.).
- Maintain log of Columbarium interment fees and location map of interned persons.

#### As Needed Tasks:

- Produce reports, promotional materials, and correspondence as required. • Assist in coordinating building maintenance services.
- Assist preschool with office needs.