

FIRST BAPTIST CHURCH OF BULLARD

Office Administrator

Job Description

PURPOSE: The purpose of the Office Administrator shall be to support all areas of office administration at the church. This position is under the Supervision of the Senior Pastor.

SUMMARY OF DUTIES: To be responsible for keeping and maintaining all financial records and reports of the church, maintenance of all church database records, serve as primary office receptionist, and provide support to the Pastoral staff.

REQUIRED QUALIFICATIONS: The candidate shall:

1. Be a believer in Jesus Christ and an active member of another Christ-centered church.
2. Possess at least a high school diploma or GED certificate and general clerical/administrative experience.
3. Possess the following attributes:
 - a. A positive attitude, strong work ethic, and very good interpersonal skills.
 - b. Ability to read, analyze, and interpret general business periodicals, technical procedures, and governmental regulations.
 - c. Ability to write business correspondence and accurately perform a variety of mathematical calculations.
 - d. Possess moderate Accounting and Bookkeeping skills and be very proficient in QuickBooks.
 - e. Ability to effectively present information and respond to questions from staff and members of the church, and to solve problems associated with the normal course of business.
 - f. Exhibit strong and proficient use of technology and systems including but not limited to: Microsoft Office applications, Apple office applications, Google office applications, Adobe Applications and Church Planning Center or similar software.
 - g. Ability and willingness to learn new software as required.
 - h. Exceptionally well organized.
 - i. Be a self-starter with the ability to work independently with minimal supervision.

DESIRED QUALIFICATIONS: In addition to the required qualifications, the ideal candidate shall also:

1. Have a minimum of two years of experience as a Church Administrative Assistant or similar role.
2. Possess an Associates Degree with a business orientation.

RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform the following duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Personnel Committee and Ministerial Staff deem appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist the Ministerial Staff.
 - a. Maintain calendars, make appointments, and maintain files as directed by Ministerial Staff.
 - b. Type correspondence and sermons as needed.

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- c. Answer inquiries of church members and visitors with courtesy and respect.
2. Serve as Church Receptionist.
 - a. Answer all incoming telephone calls and properly transmit calls or messages to the appropriate person in a timely and courteous manner.
 - b. Receive all guests with a welcoming attitude and make every effort to meet their needs.
 - c. Order supplies and literature as approved.
 - d. Maintain Church calendar.
 - e. Drive to the Post Office to collect and send mail.
3. Perform Church Clerk tasks as defined by the By-Laws.
 - a. Compile and prepare agenda items for the quarterly church business meetings.
 - b. Attend and keep minutes at quarterly church business meetings.
 - c. Add and maintain attendance and visitor records in Church Planning Center database.
 - d. Prepare and send church correspondence by mail, email, and messaging applications as assigned.
 - e. Maintain filing system for the church office.
4. Perform Financial and Records responsibilities that include but are not limited to:
 - a. Utilize the QuickBooks for all financial recordkeeping such as managing Accounts Payables, Payroll, General Ledger, and Financial Statements.
 - b. Maintain and reconcile Tithes/Offerings Records.
 - c. Handle bank reconciliations.
 - d. Monitor credit card charges, payments, discrepancies, refunds, and miscellaneous charges.
 - e. Maintain orderly financial filing system.
 - f. Prepare 941 Tax Deposits and Quarterly Returns.
 - g. Prepare W-2, 1099, and year-end giving reports.
5. **Maintain the utmost confidentiality of personal and sensitive information.**
6. Perform other duties as assigned.

OTHER CONSIDERATIONS: This position is classified as non-exempt, full-time support staff. It is approved for up to 32 hours per week. This position is subject to the acknowledgement and adherence to the Personnel Policy as approved and updated.

PHYSICAL AND/OR ENVIRONMENTAL DEMANDS: The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work effectively in an environment with frequent interruptions and distractions.
2. Ambulatory skills: ability to transfer weight up to 25 pounds; ability to stand, walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity.
3. Ability to speak, hear, smell, and exercise visual acuity.

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4. Driving/travel requirements for this position may require moderate to frequent driving; therefore, a valid driver license is required.

Resumés can be submitted to: Apply@fbcbullard.org