

Administrative Assistant – Part Time
Diocesan Office, Diocese of Fond du Lac
The Episcopal Church in northeast Wisconsin
Part-time, non-exempt, salaried, 1,200 hours annually (0.6 FTE)

The Diocese of Fond du Lac is the Episcopal Church in northeast Wisconsin. The Diocesan Office is the office of the Bishop and diocesan staff and regional office for 37 Episcopal congregations from Sheboygan to Eagle River and Wisconsin Rapids to Sister Bay.

We are seeking an experienced Administrative Assistant to complete an assortment of administrative tasks including processing financial transactions. Successful candidates will have excellent service skills and must be efficient while working with minimal supervision. The ability to multi-task with attention to detail is essential. The ideal candidate is resourceful, is an organized problem solver and who has a working knowledge of the church.

Candidates should submit a cover letter, including contact information for two references, and resume by July 31, 2017 to Admin Asst Position, 1051 N Lynndale Dr, Ste 1B, Appleton, WI 54914. Electronic submission may be made to mpayne@diofdl.org. All submissions will be acknowledged. Interviews for the position will begin August 6 and continue until the position is filled.

Responsibilities and Requirements

ADMINISTRATIVE PROCEDURES (5-7 hours weekly)

- Answer phones, transfer calls, take messages, reply to questions.
- Process incoming & outgoing U.S. mail and email correspondence.
- Perform clerical tasks such as making copies and scanning documents.
- Provide hospitality to visitors.
- Schedule meetings, arrange appointments.
- Complete and track project task lists.
- Inventory and replenish office supplies (e.g. paper, copier toner).
- Attend staff and office meetings.
- Coordinate details of the bishop's visitation to congregations.
- Coordinate the bishop's occasional out of state travel.

INFORMATION MANAGEMENT (5-7 hours weekly)

- Collect, review and input data in local and online databases and spreadsheets.
- Compile information for related reports or documents on a project basis.
- Locate and retrieve requested local or online data or files.
- Maintain files and records, physically and digitally, according to an established system. These include some confidential and personnel records.
- Initiate clergy background checks with a vendor.

FINANCIAL PROCEDURES (3-5 hours weekly)

- Record receipts, post to software, make deposits.
- Prepare disbursements, post to software, submit for approval, distribute.
- Process and track congregational financial review team materials.

OCCASIONAL DUTIES (2-4 hours weekly)

- Assist with event coordination.
- Supervise volunteers in projects.
- Review documents for accuracy and completeness, cross-reference information.

Qualifications, Education and/or Experience

- High school diploma with at least 3 years of administrative experience required.
- College courses in business administration, related field or equivalent experience desired.
- Excellent customer service and organizational skills.
- Excellent verbal and written communication skills.
- Good typing and data entry skills.
- Proficient in Microsoft Windows, Word, Excel, Outlook, Access and Google services.
- Knowledge of common clerical and filing concepts, practices and procedures.
- Knowledge of common accounting and bookkeeping concepts, practices and procedures.
- Able to operate office equipment including computers, copiers and phone systems.
- Able to be responsible for confidential and time sensitive material.
- Able to exercise independent judgment under general directions.
- Experience working in a church or church organization preferred.
- Notary Public preferred.

Terms

- Salary starts at \$14,000, depending on skills and experience.
- Work hours of 9-4 or 10-5 Monday-Wednesday with ½ hour lunch. Additional hours from time to time to accommodate workload at different times of the year.
- One-week paid vacation. Paid national holidays.
- Eligible for medical and dental insurance with required employee contributions.
- Employer provided benefits include Employee Assistance Program; defined contribution pension plan (9% employer contribution); short-term disability insurance; long-term disability insurance, group term life insurance.
- Continuing education opportunities related to job duties.
- A criminal and credit background check will be conducted.
- Six-month probationary period.
- Annual performance appraisal.

Prepared: July 2018