

Job Description for Church Administrative Assistant/Secretary

Revised: 4/11/19

By: Katherine Durham, Admin. Assistant

Hours: approx. 25 per week

Salary: \$20,558.22

Responsibilities:

- Assist pastor as needed
- Prepare weekly bulletins
- Prepare weekly newsletters with information provided by church members/committee chairs/pastor, etc.
- Prepare bulk mailings for newsletters
- Prepare & make weekly deposits
- Maintain accounts payables/receivables
- Prepare monthly/annual financial statements
- Prepare bi-monthly/monthly payroll
- Prepare quarterly/annual payroll tax reports (941, W-2's, 1099's)
- Prepare bi-annual sales tax refund reports
- Order quarterly Sunday school curriculum and other materials when requested
- Maintain calendar for church events/birthdays/anniversaries
- Schedules reservations for church van(s)/rooms/fellowship hall
- Maintain church membership (new members, transfers, deaths, baptisms)
- Maintain bank balances for all accounts
- Assist in updating church marquee
- Order office supplies
- Maintain church flower calendar
- Maintain prayer list and mails cards for prayer group weekly
- Maintain & replenish supply of pew offering envelopes/connection cards/pencils
- Notify committee members by postcard of meetings
- Maintain current address/phone/email lists (as updates/changes are given)
- Circulate annual lists of acolytes/greeters/nursery/children's church provided by the coordinators
- Prepare certificates for scholarship recipients/baptisms, etc
- Assist in audits when performed
- Communicate any property maintenance needed to Trustee Chair as requested
- Assist church members as needed (within reasonable limits)
- Attend Finance Committee meetings upon request of Finance Chair
- Assist in preparation of Annual Charge Conference reports
- Maintain church office equipment
- Maintain security of office and contents
- Distribute mail to appropriate narthex mailboxes