

# OFFICE ADMINISTRATOR

**ACCOUNTABLE TO:** The pastor(s) and Staff-Parish Pastoral Relations Committee

**PURPOSE:** To serve the church by maintaining the day-to-day operation of the church; supervising office volunteers; providing secretarial assistance to the Pastor(s), Staff Members and other program committees; maintaining accurate accounting and membership records for the church; and to be a contact person and source of general information for church members and the general public.

## PRIMARY DUTIES AND RESPONSIBILITIES

### FINANCIAL

1. Serve as financial secretary, recording and tracking all contributions, and creating quarterly statements.
2. Write and distribute all checks. Keep accurate records.
3. Prepare and manage payroll, which includes direct deposit, to insure that staff is paid in a timely and efficient manner.
4. Along with the Church Treasurer, monitor church budget expenditures and receipts.
5. Insure that all bills are paid in a timely and efficient manner.
6. Provide the Pastor(s), Church Treasurer, and Church Finance Committee with information and documentation as needed.
7. Serve as staff liaison to the Memorials and Scholarship committees.

### ADMINISTRATIVE

1. Coordinate scheduling and set-ups for activities of the church including weddings, funerals, funeral dinners, receptions, uses of the kitchen in conjunction with the pastor(s).
2. With the approval of the Board of Trustees or Pastor(s), contact contractors to insure that buildings and grounds are well-maintained and repairs are completed on a timely basis.

3. Maintain inventory of equipment and supplies and insure that office equipment is maintained as needed.
4. Scheduling outside use of the facilities with the permission of the Pastor(s) and/or Board of Stewards.
5. Establish and maintain the church calendar and keep the calendar on the church's website updated as needed.
6. Serve as a resource person on the Board of Trustee's and Memorials Committee.
7. Establish and maintain complete and up-to-date personnel files.
8. Help maintain an accurate record of memorial gifts to the church.
9. Maintain computerized membership statistics and attendance records.
10. Maintain current class roles and mailing lists, produce mailing labels as needed, and assist in the production of a church directory.
11. Attend staff meetings.
12. Provide secretarial services for pastor(s), staff members, and committees as needed, such as: Typing/Word Processing, Filing, and Correspondence.
13. Receive incoming calls, answer questions, and provide information whenever possible. Take complete and accurate messages and route calls to appropriate staff members.
14. Greet and offer assistance as needed to visitors and members.
15. Reproduce, fold, address, and prepare bulk mailings (i.e. newsletters, seasonal letters, statements, etc.).
16. Keep staff members and committee members apprised of upcoming committee meetings and prepare committee minutes as needed.
17. Lay-out, produce, and mail the monthly newsletter.
18. Organizing, scanning, and preparing all records for archives or destruction as directed by the conference.
19. Cooperate with the pastor(s) by performing other duties when asked to do so.