

POSITION DESCRIPTION

Office Administrator/Financial Secretary

Reports to: Directly to the Pastor(s)
Indirectly to the Board of Lay Ministry and the Board of Finance

Position Objectives:

- Provide administrative and clerical support to the ministries of Ascension Lutheran Church.
- Provide administrative, clerical, and scheduling support to the Pastor(s).
- Provide administrative support for the nine administrative Boards through maintaining the accounting and membership records system, purchasing supplies, providing reports, and other related duties.
- Manage the activities of the church office to include: coordinating the church calendar, receiving visitors, answering the phone, and other daily tasks.
- Manage the efforts of volunteers who carry out many of the administrative and clerical functions of the church office.

Personal Qualifications:

- Possesses an understanding of Lutheran teachings and traditions.
- Has the demeanor to be able to represent the church in a positive and friendly manner, even when difficult situations arise.
- Be able to balance multiple demands for support and prioritize efforts so to best support Ascension's mission.
- Be able to maintain confidentiality.
- Be experienced in the use of modern office automation: word processor, spreadsheets, specialized church software, and web page management (preferred).
- Be able to establish and maintain office records system.
- Be a self-starter.
- Have experience working with and coordinating volunteers.
- Have one year of bookkeeping experience (minimum).

Major Job Functions:

Administrative

- Attend staff, Congregational Planning Council, and Executive Committee (when requested) meetings.
- Set appointments for the Pastor(s) as requested.
- Maintain current records of memberships, baptism, funerals, memorials, attendance and transfer of members.
- Maintain filing systems.
- Coordinate use of church facilities for both church-related and outside agencies and bring to the attention of the appropriate parties any conflicts.
- Provide information received by the church to the pertinent Boards.
- Provide information on programs and activities to those making requests.
- Perform other tasks as requested by the Pastor(s).

Clerical

- Prepare correspondence for the Pastor(s) as necessary.
- Prepare, coordinate, and distribute reports, records, and church correspondence.
- Coordinate church mailings: contribution statements, newsletters, etc.
- Maintain proficiency in the use of office applications.

Financial

- Review all bills in a timely manner and provide to Board Directors for approval.
- Prepare checks for signature by authorized signers.
- Submit payroll information monthly to the payroll service.
- Perform miscellaneous banking transactions, e.g. reconciling bank statements with church accounting system, coordinating signature cards, and other related tasks needed to keep the church financial activities functioning.
- Monitor level of church office supplies and purchase office supplies and other supplies required by the Boards.
- Maintain the finance, membership, contribution, and attendance modules on the church software system (currently Shepherd's Staff Church Management System).
- Provide current financial reports to the Board of Finance on a monthly or requested basis and assist the annual audit team.
- Provide Board Directors financial reports from their Board, when requested.

Office Management

- Responsible for all office tasks: word processing, database entry and reports, financial statements, filing, mailings, copying, etc.
- Recruit and train volunteers and supervise their work in carrying out administrative, clerical, financial, and/or office hospitality functions.
- Coordinate maintenance of office machines and equipment.
- Distribute mail.
- Other tasks, as required.

Office Hospitality

- Greet members and visitors to the church office in a friendly, hospitable, and open manner representative of the church's commitment to be a welcome place to all who come for a visit or need help.
- Handle phone calls to the church in a friendly and helpful manner.

Reviews

- Monthly feedback from the Pastor(s) on day-to-day operations of the office.
- Annual performance review with inputs from the Pastor(s), the Directors of Lay Ministry and Finance Boards.
- Meetings as required with the Director of Lay Ministry and/or Director of Finance to:
 - Provide assessment on performance of major job functions.
 - Discuss problems, issues and concerns from the individual.
 - Establish goals for improved operations/personal proficiency as required.