

FGEMC Administrative Assistant Job Description (October 2021)

The purpose of the FGEMC church is to glorify God by proclaiming the gospel of Jesus Christ and to lead men and women into a life of faith in Christ and obedience to God's word. The Administrative Assistant is a vital part of this effort and responsible to provide administrative support to the ministerial staff and congregation.

Accountability: Reports to the Lead Pastor. Receives direction from other church staff.

In addition to regular collaboration meetings with the Lead Pastor, the Administrative Assistant will meet quarterly with the Lead Pastor and a Board of Trustees liaison representative to ensure a positive working relationship, and to identify any concerns. The Personnel Committee will conduct a formal annual evaluation, taking into consideration goals and discussions coming out of the annual meeting with the Board of Trustees.

Hours: 21-24 hrs/week (3 days/week or other suitable arrangement)

Qualifications:

1. A member or attendee of FGEMC in good standing
2. Performs work and conducts relationships with the highest degree of confidentiality
3. Minimum of two years' experience as an Administrative Assistant preferred
4. Strong keyboarding skills and accuracy
5. Strong computer skills are imperative (MS Windows, Word, Excel, PowerPoint, Outlook, Website maintenance) along with a willingness to learn new software and computer processes as appropriate
6. An understanding of basic bookkeeping and accounting practices
7. Knowledge of accounting software (E.g. Quickbooks) is desired
8. Proficiency in the use of standard office equipment (copy machine, etc.)
9. Strong organizational skills and ability to work independently without supervision
10. Demonstrated maturity and competence in responding appropriately and sensitively to a wide variety of issues and applying discretion in referring issues to ministerial staff or church volunteers/committee members
11. Demonstrates proficiency in the use of the English Language (spoken and written)

Job Responsibilities and Duties:

1. Provides general bookkeeping administration including:
 - a. Bank reconciliations
 - b. Preparing deposits
 - c. Entering data
 - d. Issues cheques (e.g. reimbursements, payment for services, etc. not including payroll)

e. Managing Pre-Authorized Debits (at bank and in Quickbooks)

2. Assists in the development of the Office budget and monitors and reports on expenses on a regular basis and as requested
3. Manages church event/rental arrangements including preparing and processing contracts as required and, in consultation with the pastoral staff, coordinates other volunteers and/or committees as required to support the rental/event
4. Maintains church records such as births, deaths, address changes, Criminal Record Checks, and safety related reports.etc.
5. Serves as Receptionist for visitors, congregants, and trades people/professional services, and directs incoming calls, correspondence, and emails, and responds when appropriate.
6. Provides administrative support as required for the various programs and services of the church
7. Sets up meetings and appointments and prepares and processes documentation on behalf of pastoral staff and/or committees as requested
8. Prepares regular Church publications and schedules, including, but not limited to: Weekly Bulletin, Newsletter, monthly worship schedules, Address Directory, and Annual Report.
9. Updates information on the website as required.
10. Assists other volunteers within the church as required (providing orientation to the church, information on policies, processes, church structure, etc.)
11. Orders and maintains office supplies and equipment, janitorial supplies, communion elements, etc.
12. Works with the Council Chair, department heads and the Pastoral staff to maintain an up-to-date Church Calendar
13. Manages all incoming and outgoing mail and correspondence
14. Coordinates with the Pastoral Associate for Congregational Care for ordering and delivery of flowers on behalf of the church
15. Coordinates with the Pastoral Associate for Worship to prepare the Open Song lists for Sunday Worship.
16. Coordinates church maintenance contractors (alarm, mat rental, annual fire inspections, annual hydro inspections, and piano tuning.)
17. Maintains an Office Procedures and Reference Manual

Occasional Responsibilities

Performs other duties as assigned by the Church Staff. Special projects and tasks, or desired additions to the job description, are vetted through the Lead Pastor. The Lead Pastor will, in communication with the Administrative Assistant, assess whether or not, or how the additional work can be accommodated in the Administrative Assistant's workload.

Acknowledgement

I acknowledge I have read and understand the content of this job description and understand that if I have any physical limitations or require any accommodations to perform the duties and responsibilities of this job, I must immediately inform, in writing, the employer, Fort Garry EM Church of such conditions.

Employee Signature _____ Date _____

October 2021