

## **Clover ARP Church Administrative Assistant**

### **Position Summary:**

Serve as primary contact for office operations, including receiving visitors, maintaining office and other supplies inventory, and mailings. Provide communication to congregation including published materials, electronic correspondence and website updates. Maintain and coordinate the church event and social calendars. Provide administrative support to staff, Session, Diaconate, and ministries as needed. Maintain official membership records and essential correspondence files. Assist Treasurer with financial matters. Assist with preparation of annual and other required presbytery and ARP synod reports. Maintain confidentiality.

**Reports To:** Pastor / Session

**Position Status:** Non-Exempt / Part-Time (Average 20 hours / week)

### **Financial:**

Perform duties assigned by the church Treasurer. Maintain relationships with service and supplies vendors. Prepare financial reports as directed and provide financial data to church leadership as requested for use in preparation of church budget. Assist treasurer and diaconate in assuring expenditures are within budget. Pay approved invoices in a timely manner and manage payroll for church employees. Record individual's offerings, memorial/honoraria gifts and other contributions. Assist with the preparation and submission of quarterly and annual tax bills and reports. Prepare and distribute year-end contribution statements and prepare offering envelopes for distribution. Maintain secure financial records.

### **Office Operations:**

Answer phone and daily receive, sort and send mail. Assist with security of church by greeting visitors, keeping office locked, etc. Assure all office equipment and computers are in good working order by working with service providers as needed; Maintain member data base records, updating changes in a timely manner Maintain calendars for regular church activities, special events, flowers for sanctuary and facility use. Keep records and track return of loaned items (e.g., tables, chairs). Record Sessional and Diaconate Minutes and assist pastor and clerk preparing required Presbytery and Synod Reports. Acknowledge memorial, honoraria and other gifts to donors and families of those being memorialized and honored. Maintain church policy manual, issuing copies of policies (e.g. weddings, facility use and photography) as appropriate.

### **Communication:**

With guidance from the pastor gather information, create, and publish weekly worship service bulletin and monthly church newsletter. Work closely with church staff, ministry chairpersons, Women's Ministry, youth volunteers, etc. to maintain communication throughout the church via e-blasts, web calendar, bulletin boards, web and bulletin fliers, etc. Send meeting and volunteer

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schedule reminders. Serve as point of local contact for updating all website and other social media content and communication and coordinate with web designer to accomplish website design updates.

**Additional Duties:**

Assist with scheduling of and participate in staff and church leadership meetings. Coordinate church facility use. Communicate facilities and equipment maintenance needs to Diaconate and recommend improvements/upgrades to office equipment, computers and software as needed. Working closely with the pastor coordinate funeral service details using checklist. Perform other duties as assigned.

**Qualifications:**

Essential:

The Administrative Assistant must:

- Be a member in good standing at a Bible-based church
- Have the ability to connect with and relate to all types of people
- Have a heart for gospel-centered ministry in the church
- [ Be proficient in QuickBooks, MS Office and Excel
- Be eager to learn new software
- In all matters, maintain appropriate levels of confidentiality

Desired:

- [ Proficiency with MS Publisher or other desktop publishing software

**Applicants must apply by sending resume to [Resume@cloverarp.org](mailto:Resume@cloverarp.org)**