

2nd Baptist Church

Position

Administrative Assistant

Reports to

Associate Pastor

Hours/Week

Full-time (30-40)

Date Prepared

March 2023



The purpose of a responsible Administrative Assistant is to perform a variety of administrative, financial and clerical tasks. Duties of the Administrative Assistant include providing support to our staff and congregation, overseeing the daily needs of the front office and our church's general administrative and financial activities.

General Job Description

- Have a personal and growing relationship with God through Jesus Christ.
- Work together as a team with other staff members.
- Maintain absolute confidentiality regarding information learned in your role as Administrative Assistant. If there is any question about when confidentiality should be maintained, discuss issue/situation with the ministerial staff.
- Step outside of one's major role of responsibility to enable the greater ministry of 2nd Baptist Church when necessary.
- Participate in training and professional growth opportunities.
- Be reliable, trustworthy and punctual.
- Represent 2nd Baptist Church in a godly way both on and off the job.
- Perform other duties as assigned by ministerial staff.

Specific Administrative Responsibilities

- Point of contact in the front office for calls and foot traffic
- Good communication skills with a positive, warm and welcoming demeanor
- Perform clerical duties such as reports, filing, mailings, ordering supplies, emails, proofreading, personal background checks, facility paperwork (vehicle insurance/registration, insurance policies, pests control schedules, etc.)
- Handle church publications/communications via website, social media and church sign
- Assist ministry teams/committee leaders with materials and publications
- Order Sunday School/Bible Study materials and assist in distribution
- Maintain church calendar for upcoming events and facility reservations
- Maintain membership records (Date baptized/joined, contact information, transfer of letter, deaths)
- Acquire a working knowledge of church and personnel policies
- Complete Annual Church Profile Report for North Carolina Baptist State Convention

Specific Financial Responsibilities

- Count and post contributions from weekly offering and online giving
- Reconcile monthly banking statements and prepare reports
- Maintain files of invoices, correspondence and reports
- Assist in preparing, printing and finalizing the annual budget
- Prepare and mail annual contribution statements
- Collect fees associated with camps and events and tract accounts, i.e. CentriKid, Caswell, M-Fuge, Vacation Bible School, Sports ministries and Senior Adult trips
- Provide required financial information and documentation for the Certified Public Accountant

Qualifications

1. Associate's degree in business or related field (or equivalent experience in lieu of degree)
2. Two -Three years' experience in the field
3. Computer experience with standard business software
4. Knowledge of and experience with basic office equipment

Hourly Wages

- TBD/DOE