

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

July 2026



A. Overview

The Administrative Assistant oversees financial operational and organizational systems of the church.

B. Schedule

Approximately 24 hours per week during office hours (Mon–Fri, 9:00 AM–5:00 PM).

C. Qualifications

1. Professing Christian
2. Strong attention to detail
3. Proficiency in Microsoft Office (Excel required)
4. Proficiency in QuickBooks preferred
5. Financial/admin experience preferred
6. Trustworthy with confidential data

D. Responsibilities

1. Financial Management
 - a. Contributions and deposits
 - b. Payroll and accounts payable support
 - c. Credit card coding
2. Records & Compliance
 - a. Maintain official records and documents
 - b. Business meeting documentation
 - c. Posting jobs and Human Resources support
3. Office Operations
 - a. Church & vacation calendar and building use forms
 - b. Ordering supplies
 - c. Vendor scheduling & management
 - d. Manage software
 - e. Oversee key management as well as safe contents, including petty cash
4. Database
 - a. Oversee systems & subscriptions
 - b. Assimilation process admin support
5. Office Support
 - a. Phones and visitors (shared)
 - b. Other forms of communication

E. Reporting

Reports to Teaching Pastor

F. Additional Duties as Assigned by the Teaching Pastor or Discipleship Pastor