



Job Description and Qualifications

Job Title:	Administrative Assistant
Department:	Finance
Incumbent:	Open
Position Status:	10 hour per week
Classification:	Hourly, eligible for overtime
Reports To:	Director of Finance and Human Resources
Supervises:	None
Date:	February 1, 2016

Purpose

Provide administrative support for Finance, Database and Human Resources.

Primary Duties

- Various data entry duties into church database.
- Update and maintain church membership and people records in church database.
- Prepare monthly Clerk's Report, which includes member changes (adds, inactives, deaths, etc.), baptisms, marriages, etc.
- Prepare cash bags for ministries.
- Reconcile petty cash.
- Take deposits to the bank
- Department filing, including accounts payable records and Personnel files.

Knowledge/Skills

- Computer skills, including database and excel.
- Attention to detail
- Able to work independently
- Ability to maintain confidential information.

Education/Training

- High school degree or equivalent.
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