



## **Administrative/Financial Secretary Job Description**

### **Position Description**

The Administrative/Financial Secretary is a part time position offering clerical support to church leaders. This position requires a strong attention to detail, the capability to communicate well with members, and an ability to stay organized. The secretary manages a wide range of office tasks, from filing, answering phones, financial data entry, responding to emails, and acts as a liaison between the members and church's administrative branch.

### **Essential Duties and Responsibilities**

- Answers incoming phone calls to the church office.
- Completes clerical tasks as necessary, including typing, filing, and copying for ministerial staff.
- Reads and responds to emails.
- Receives visitors to the office, addresses questions and assists them with any problems.
- Refers visitors to pastors or other administrators when necessary.
- Assists in planning church events.
- Creates, updates, and helps distribute church event calendar.
- Pick up and distributes mail to proper departments.
- Acts as liaison to volunteer organizations and church-affiliated committees.
- Maintains church records such as information regarding baptisms and marriages.
- Schedules and attends meetings for church, takes minutes, and distributes minutes to the proper channels.
- Assists in writing, editing, printing, and distributing the weekly church bulletin, prayer list and bulletin inserts.
- Acts as liaison for weddings, funerals, baptisms, and any other events that require the use of the church facilities.
- Maintains the in-office calendar and keeps staff up-to-date on upcoming meetings and events.
- Assists finance manager in entering financial information into QuickBooks, distributing payroll checks, and maintaining office financial records.
- Sends out church mailings.
- Orders office supplies when necessary.
- Keeps office clean and orderly.
- Other duties as assigned by

### **Required Knowledge, Skills, and Abilities**

- Demonstrates the ability to communicate clearly and effectively to members and visitors.
- Demonstrates patience and understanding when dealing with confused, grieving, or difficult visitors to the office.
- Is friendly and courteous and works well with a wide range of different personalities.

- Possesses knowledge of publishing, word processing, and financial computer software, including Word, Excel, QuickBooks, and Adobe.
  - Exhibits strong organizational skills.
  - Pays close attention to detail.
  - Is capable of efficiently multitasking on a regular basis.
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- Has the ability to think creatively for purposes of designing the church materials.

### **Education and Experience**

- Minimum of high school diploma required.
- Basic office work experience required.

### **Work Environment**

- Most of the workday will be spent in an office setting.
- Some light walking and lifting will be required.
- This is a part time position 25 hours per week.
- Occasional evenings and weekends may be required.

**Position reports to the Personnel committee leader, Yeomen leader, or designee.**