

# Church Administrative Assistant - Calvary Lutheran Church, San Lorenzo, CA

## Overview

The Administrative Assistant at Calvary will work with the Pastor and other church leaders to support the mission of Calvary through administrative support, church communications, and bookkeeping.

The Administrative Assistant reports to the Pastor. The position is part-time at approximately 15 hours/week. Hourly rate is negotiable.

## Qualifications

- Familiar with Lutheran faith and practice
- Ability to relate effectively with people
- Ability to handle matters of privacy and confidentiality
- Competency in general office management and organization
- Working knowledge of word processing, and presentation software
- Familiar with or able to learn database management (we use Church360 and MailChimp)
- Familiar with or able to learn bookkeeping data entry and report generation (we use Quickbooks)

## Job Responsibilities

### Administrative Support

- 1) General Office Duties
  - a. office supply ordering and inventory
  - b. process incoming mail and coordinate outgoing mail
  - c. arrange church equipment maintenance related to office functions (e.g. copier, phones)
  - d. maintain and control the church office petty cash account
  - e. report work hours for all full-time and part-time employees to payroll service
  - f. answer phones; receive office guests; respond to church voicemails
- 2) Scheduling
  - a. church facility scheduling
  - b. assist with coordination of volunteer service
- 3) Accurate Record Keeping
  - a. maintain church database and membership records
  - b. maintain records of all official acts
  - c. maintain records from board meetings and Voters' assemblies
- 4) Maintain Integrity of the Role
  - a. properly handle sensitive and confidential information
  - b. provide Christian care, presence and prayer in a "triage" role when the Pastor is not immediately available

### Church Communications (approx. 5 hours/week)

- 1) Produce on-screen visuals for worship
- 2) Promotion
  - a. Coordinate news media releases with the Pastor and Board of Governance
  - b. With tools available on-site and online, design and produce printed flyers, posters, brochures, etc as appropriate for events and ministry

- 3) Website Content
  - a. Work with volunteers to ensure regular updates of information posted to the church website happens
  - b. Maintain the look and information shared on any other Calvary-owned websites (currently, BayAreaMarriageCourse.com, for example)
- 4) Manage communications lists for mail and email
  - a. Maintain accurate email lists, mailing lists, and contact information
  - b. Work with other staff and volunteers to cross-check and maintain accuracy across tools (currently, Church360 and Mailchimp)

Bookkeeping (approx. 5 hours/week)

- 1) Accounts payable
  - a. Review vendor and other invoices
    - i. Obtain invoice approvals as needed
    - ii. Process vendor and other checks/payments weekly (must meet payment deadlines)
    - iii. Obtain w-9's as required and maintain w-9 file
    - iv. Vendor account reconciliation and inquiries
  - b. Review and process employee and board expense reports
    - i. Process employee and board expense reimbursables weekly
    - ii. Review credit card expenses, reconcile, and process payments
  - c. Ensure all invoices are coded into the correct General Ledger Account and accounting period
  - d. Process 1099's and year end
- 2) Accounts receivable
  - a. Record all receipts and contributions to General Ledger
  - b. Ensure all receipts are coded to the correct GL account and accounting period.
  - c. **Maintain strict confidentiality in all accounts receivable matters**
- 3) Cash management
  - a. Monitor bank accounts for activity and balances
  - b. Maintain balance needed in checking account to meet payroll and Accounts Payable check runs
  - c. Reconcile bank statements monthly
- 4) Month end
  - a. Process all journal entries required for each month
  - b. Reconciliation of General Ledger
  - c. Produce and distribute month end and year-end Financial Statements
- 5) Budget process
  - a. Provide information to appropriate boards and committees
  - b. Alert Board of Governance to additions or changes that would improve budgeting and reporting
  - c. Enter and maintain new budget into QuickBooks each year
  - d. Maintain file of budget detail (needed for correct coding to GL)

The Administrative Assistant will also complete other duties which contribute to the mission and ministry of Calvary Lutheran Church as assigned.