

Job Description – Administrative Assistant
Our Savior’s Lutheran Church – April 2017

Must understand importance of confidentiality. The person should show organizational and public relations skills as well as basic knowledge of office equipment.

Basic knowledge of several computer programs: word processing, finance, and payroll

As receptionist answer phone, direct calls, greet persons coming into the office—receive deliveries, mail, and direct people to pastor’s office, meeting locations, etc.

Respect confidentiality concerns when releasing information –direct questions directly to person or committee for details.

Take calls, registrations and make referrals for various events and fundraisers as requested.
(Coordinate Soup Supper groups—see: Soup Supper Book)

Be familiar with and learn the church Shepherd’s Staff Computer program and the Intuit Online Payroll program

Receive and forward E-mail messages daily—send meeting minutes and file hard copies in appropriate files.

Record Keeping:

--Record baptisms, weddings and funerals in the church record book. Prepare all documents for these events such as bulletins, certificates, etc.

--Keep records of all functions taking place in the church and also those outside the church which involve the pastors (reserving rooms, etc.)

--Attend weekly staff meetings and inform and be informed of events taking place in the church.
Keep Church Office Planner up-to-date.

Financial –

Accounts Payable

Pay all bills – become familiar with the Financial section of the Shepherd’s Staff program.

Submit listing of bills to the pastor and President of the Council for approval for payment-see separate instructions.

Print checks, have signed by treasurer, and mail. File paid receipts.

Payroll

Prepare payroll twice monthly-see separate instructions

Prepare payroll reports and balance green book to the computer

Pay fed taxes and MN taxes online monthly

Send Federal Quarterly and Minnesota Revenue report online – Treasurer signs.

Preparation of Bulletins-Newsletter

Prepare bulletins weekly, for special worship events and funerals and weddings

Be responsible for preparation of, electronic transmission and/or preparation of bulk mailing of Newsletter (VOICE)

General Office Procedures

Purchase office and church supplies as needed.

Prepare schedules (Ushers, Videotapers, etc.) as needed annually or quarterly

Send Prayer Requests by e-mail.

Attend continuing education sessions as necessary and with the Council’s approval

Take orders for or sell tickets for fund raising events

Call LEE Center residents prior to Lutheran Communion Service

Alert Pastors of special circumstances or need of people being ministered to

Assist with New Members packets as needed.

Assign and track Columbarium recipients.