

# Germanton Baptist Church

## Job Description

**Job Title:** Administrative Assistant (Part-Time)

**Hours:** 15 – 20 hours a week

### General Office Responsibilities

- Perform basic church office responsibilities including, but not limited to:
  - Correspondence (mail, e-mail, etc.)
  - Direct phone calls
  - Phone tree
  - Appointments
  - Vendor assistance
- Maintain church files in cooperation with Clerk, Trustees, and Treasurer
- Maintain confidential files of the ministerial staff
- Maintain proper records and documentation including, but not limited to:
  - Membership information
  - Sunday School rolls
- Prepare, edit, and produce church publications including, but not limited to:
  - Worship bulletins
  - Worship PowerPoints
  - Wednesday night prayer guides
  - Church newsletter
  - Church website
- Maintain church calendar (meetings, space and equipment reservations, etc.)
- Order supplies and materials (literature, offering envelopes, special service needs, etc.)
- Attend weekly staff meetings
- Assist church committees/teams as needed
- Any other duties or responsibilities assigned by the pastor

### Financial Responsibilities

- Maintain financial records including, but not limited to:
  - Financial contributions
  - Pastoral expenses
- Prepare bank deposits and deliver to bank
- Accounts payable
- Balance bank accounts and provide any requested financial reports
- Weekly communication with Church Treasurer

### Job Requirements

- High School Diploma or GED equivalent
- Business Degree and/or Business classes – preferred
- Knowledge of Microsoft and other programs (Word, Excel, PowerPoint, QuickBooks, etc.)

\*Resume Required