

**Administrative Assistant, Coats Baptist Church**  
**Job Description effective March 21,2024**

**PRIMARY FUNCTIONS (Summary of Duties):**

- Conduct the day-to-day operations of the church office, including but not limited to financial processes (majority of duties), as well as support to ministerial staff, the church organization, and programs.
- Position is full-time, on-site.

**SUPERVISION RECEIVED:**

- Reports directly to Associate Pastor.

**DIRECTION EXERCISED:**

- Not Applicable.

**EDUCATION/SKILLS REQUIRED:**

- Proficient with financial operations and data management.
- Proficient with basic computer skills and record-keeping, including use of Microsoft Word and Excel as well as internet information searches.
- Proficient with phone, fax, copier, printer (standard office equipment).
- A high school diploma is required. A related degree or an equivalent combination of education and experience is preferred.
- Must maintain confidentiality of appropriate church records and member's concerns.
- Must support the Coats Baptist Church statements of faith including the Baptist Faith and Message 2000, Chicago Statement on Biblical Inerrancy (1978), Danvers Statement on Biblical Manhood and Womanhood (1988), and Nashville Statement on Biblical Sexuality (2017). The person in this position will serve as a representative of Coats Baptist Church. As such, their public image, including but not limited to social media, must be consistent with our values and statements of faith.
- Membership at Coats Baptist Church is not required.

**ESSENTIAL FUNCTIONS:**

1. Maintain financial records, make payments, and prepare financial reports including government reports as needed by the church. These tasks are done in coordination with the Church Treasurer, Assistant Treasurer, and/or Finance Committee as appropriate. Note: these financial duties typically constitute a majority of the work responsibilities. Duties include, but are not limited to:
  - a. Receive and manage funds from multiple sources (e.g., mail, electronic deposit, on-site donations), record receipts, and report them to the church treasurer, finance committee, and pastors.

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- b. Weekly deposit and counting of funds received with support of counting committee.
  - c. Keep records of contributions received for annual tax reporting.
  - d. Work with treasurer / assistant treasurer to check the records.
  - e. Help ensure that the financial records are in good order for an annual audit.
  - f. Pay bills and charitable contributions and maintain records of such.
  - g. Generate financial reports for member's business meetings, committees, or church leadership as requested.
  - h. Collect nursery worker's timesheets and submit them for payment.
2. Serve as church receptionist by answering phone, receiving visitors, and seeing their requests through to completion as appropriate.
  3. Maintain the central church filing and bookkeeping system including use of "shared drives" and other electronic means as approved by the supervisor.
  4. Produce and / or mail printed materials as needed, e.g., connection cards, ballots, bulletins, letters.
  5. Assess needs from Bible study groups and order and distribute church literature.
  6. Order materials for ministerial staff, office paper products, kitchen and custodial supplies as needed.
  7. Maintain church calendar including facility, bus, and staff schedules.
  8. Receive and maintain organized file of minutes from Church Clerk and church committees.
  9. Prepare annual congregational profile (report) for the Baptist Convention.
  10. Maintain updated employee information with Guidestone for insurance and retirement.
  11. Type correspondence and other materials as needed.
  12. Attend staff meetings and other administrative related meetings of the church as needed.
  13. Stay current on computer software used by the church for accounting, office management, and data management, as well as best practices for office procedures.
  14. Maintain records of leave earned, taken, and accumulated balances for all personnel.
  15. Perform other duties as assigned.